UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 20, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 121

Procurement of Office Machines and Supplies
Fiscal Year 1972

Most Federal Supply Schedule contracts for office machines and some supply-type contracts, offer substantial discounts on quantity purchases. We have concluded Blanket Purchase Arrangements with the following Federal Supply Schedule contractors. These arrangements permit placement of orders on a Department-wide basis and will enable all Agriculture agencies to obtain quantity discounts during Fiscal Year 1972. See attachments as indicated for blanket purchase arrangement numbers and details of the agreements.

1. Monroe (adding and calculating machines) - Attachment "A."

2. Pitney-Bowes, Inc. (folding and automatic collating machines) - Attachment "B."

3. Pitney-Bowes, Inc. (addressing, collating, mailing, sealing, opening, counting, imprinting and inserting machines) - Attachment "C."

4. Remington Rand Office Machine Division, Sperry Rand Corporation (adding and calculating machines) - Attachment "D."

5. Remington Rand Office Machine Division, Sperry Rand Corporation (electronic typewriters) - Attachment "E."

6. Royal Typewriter Company, Inc. (electronic typewriters) - Attachment "F."

7. SCM Corporation (adding and calculating machines) - Attachment "G."

8. SCM Corporation (electronic typewriters) - Attachment "H."

9. Sony Corporation of America (electronic calculators) - Attachment "I."

With the exception of the following, all blanket purchase arrangements issued during Fiscal Year 1971 under Plant and Operations Memorandum 119 expired June 30, 1971. These arrangements, even though issued during FY 71, expire as indicated during FY 72.

1. Itek Business Products (offset platemaking supplies) blanket arrangement No. P&O-280-71, expires September 30, 1971.

2. Memorex Corporation (magnetic tape cartridges) blanket arrangement No. P&O-220-71, expires September 30, 1971.

3. Nashua Corporation (copy machine paper, toner and developer) blanket arrangement No. P&O-310-71, expires December 31, 1971.

4. Pitney-Bowes, Inc. (printing, duplicating or bookbinding machines) blanket arrangement No. P&O-330-71, expires December 31, 1971.

As additional blanket purchase arrangements are established with other Federal Supply Schedule contractors, they will be announced in supplements to this memorandum. These will be issued by the Chief, Supply and Property Management Division.

It is not the intent of this memorandum to favor the equipment or supplies of one company over that of another. Rather, it is a means whereby agency purchasing officers may take advantage of the maximum discounts available under Federal Supply Schedule contracts. The responsibility for acquiring office machines and supplies at the least cost to the Government, all factors considered in accordance with Section 101-26.408 of the Federal Property Management Regulations, rests with agency purchasing officers. They are expected to faithfully exercise that responsibility.

Questions concerning this memorandum or implementation of the arrangements involved should be directed to the Supply and Property Management Division of this office, Area Code 202, 388-7893.

T. M. Baldauf
Acting Director

Attachments

1. Final contract Tractors (Wheel standard, manifold) blanket arrangement No. 70-20-71, effective September 30, 1971.

2. Electric Refrigerators (magnetic door controls) blanket arrangement No. 70-30-71, effective September 30, 1971.

3. Heating Compressors (gas heating water, house and developed) blanket arrangement No. 70-40-71, effective September 30, 1971.

4. Air-Conditioners, Fan, (window) manufacturing or installing contractors blanket arrangement No. 70-50-71, effective September 30, 1971.

In additional blanket purchase arrangements are established with other Federal Supply Schedule contractors; these will be announced in subsequent to this memorandum. These will be issued by the Field, Supply and Transportation Division.

It is not the intent of this memorandum to force the purchasing or buying of one company over other ones of another. Further, it is a large bureaucracy among them. The officers may take advantage of the savings, discounts available under Federal Supply Schedule contracts. The responsibility for contract administration and supplies is the issue over to the Government. All actions connected in accordance with Section 100-30.601 of the Federal Property Management Regulations, issue with the Supply officers. They are responsible to Federally operate Government-wide.

Questions concerning this memorandum or implementation of the arrangements involved should be directed to the Supply and Transportation Division of this office, telephone 202, 382-7003.

[illegible]
[illegible]
Acting Director

Attachments

Attachment "A"

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 30, 1971

Monroe
The Calculator Company
2212 Wisconsin Avenue, NW
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 50 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-150-72 in accordance with your Contract No. GS-00S-89708 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket purchase arrangement number and will be written at the 50 or more contract price as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office may send orders directly to your Washington, D. C., address or to the local Monroe Branch Office.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

Attachment "A"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 30, 1971

Monroe
The Calculator Company
2112 Wisconsin Avenue, NW
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 50 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P20-L50-72 in accordance with your Contract No. GS-00B-85703 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket purchase arrangement number and will be written at the 50 or more contract price as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office may send orders directly to your Washington, D. C., address or to the local Monroe Branch Office.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 30, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

K. H. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

Monroe

By: C. H. Mauvais (Signature) Date: July 8, 1971

C. H. Mauvais (Typed Name)

Manager (Title)

2.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

E. R. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

Company

By: _____ (Signature) Date: July 8, 1971

C. D. Morris (Typed Name)

Manager (Title)

Attachment "B"

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 19, 1971

Pitney-Bowes, Inc.
1012 14th Street, N. W.
Washington, D. C. 20005

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 50 or more folding and/or automatic collating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-180-72 in accordance with your Contract No. GS-00S-89857 (FSC Group 36) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D. C. address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount

Attachment "B"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 19, 1971

Pitney-Bowes, Inc.
1012 14th Street, N. W.
Washington, D. C. 20005

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 50 or more folding and/or automatic collating machines. These purchases will be made under Blanket Purchase Arrangement No. P50-180-72 in accordance with your Contract No. GS-00S-89857 (TSC Group 36) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D. C. address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount

2.

will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

John J. Keaney
Assistant Director

ACCEPTED:

Pitney-Bowes, Inc.

By: W.R. Patton (Signature) Date: 7/19/71

W.R. Patton (Typed Name)

Director Govt. Sales (Title)

Attachment "C"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 16, 1971

Pitney-Bowes, Inc.
1012 - 14th Street, N. W.
Washington, D. C. 20005

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 50 or more addressing, collating, mailing, sealing, opening, counting, imprinting and inserting machines. These purchases will be mader under Blanket Purchase Arrangement No. P&O-170-72 in accordance with your contract No. GS-00S-89720 (FSC Group 74) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D. C., address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

John J. Keaney
Assistant Director

ACCEPTED:

Pitney-Bowes, Inc.

By: William R. Patton (Signature) Date: July 16, 1971

WILLIAM R. PATTON (Typed Name)

Title: Director, Government Sales

Attachment "D"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 7, 1971

Remington Rand Office Machine
Division
Sperry Rand Corporation
2121 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 100 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-110-72 in accordance with your Contract No. GS-00S-89721 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the 100 to 199 quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D. C., address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

2.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

K H Boyer

Kimber H. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

Remington Rand Office Machines Division
Sperry Rand Corporation

By: Howard Sherer (Signature) Date: July 9, 1971

Howard Sherer (Typed Name)

Manager, Adding-Calculating Machines (Title)

Attachment "E"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 16, 1971

Remington Rand Office Machines
Division
Sperry Rand Corporation
2121 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 140 or more electric typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-160-72 in accordance with your contract No. GS-00S-89644 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

John J. Keaney
Assistant Director

ACCEPTED:

Remington Rand Office Machines Division
Sperry Rand Corporation

By: D. H. Fooks (Signature) Date: 7-19-71

D. H. Fooks (Typed Name)

Title: Industry Sales Mgr.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

Jean T. Dennett
Contract Director

Accepted:

Remington Rand Office Machines Division
Sperry Rand Corporation

By: _____ (Signature) Date: _____

_____ (Typed Name)

Title: _____

Attachment "F"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 13, 1971

Royal Typewriter Company, Inc.
A Division of Litton Industries
1700 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 50 or more typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-130-72 in accordance with your Contract No. GS-00S-89646 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 50 or more typewriters as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company's nearest sales office as listed in your authorized Federal Supply Schedule catalog.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount

will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

Kimber H. Boyer
Acting Chief
Supply and Property
Management Division

ACCEPTED:

Royal Typewriter Company, Inc.

By: William Grote (Signature) Date: July 13, 1971

William Grote (Typed Name)

Director of Federal Marketing (Title)

Attachment "G"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 12, 1971

SCM Corporation
500 E Street, S. W.
Washington, D. C. 20024

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 200 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O 120-72 in accordance with your Contract No. GS-00S-89723 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the 200 or more price as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D. C., address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

John J. Keaney
Assistant Director

ACCEPTED:

SCM Corporation

By: Julian O. Grubbs (Signature) Date: 13 July 1971

Julian O. Grubbs (Typed Name)

Director,
Federal Government Sales (Title)

Attachment "H"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 14, 1971

SCM Corporation
500 E Street, S. W.
Washington, D. C. 20024

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 25 or more electric typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-140-72 in accordance with your Contract No. GS-00S-89647 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the 25 to 99 price as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D. C., address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

John J. Keaney
Assistant Director

ACCEPTED:

SCM Corporation

By: Julian O Grubbs (Signature) Date: 16 July 1971

Julian O. Grubbs (Typed Name)

Director,
Federal Government Sales (Title)

Attachment "I"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 16, 1971

Sony Corporation of America
Business Products Division
1231 - 25th Street, N.W.
Washington, D.C. 20037

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your corporation during the period ending June 30, 1972, 50 or more electronic calculators. These purchases will be made under Blanket Purchase Arrangement No. P&O-100-72 in accordance with your contract No. GS-00S-89727 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 50 or more machines as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your corporation at the Washington, D.C. address.

3. Your corporation will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your corporation on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

July 16, 1971

Sony Corporation of America
Business Products Division
[illegible] - 11th Street, N.W.
Washington, D.C. 20[illegible]

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your corporation during the period ending June 30, 1972, 30 or more electronic calculators. These purchases will be made under Blanket Purchase Arrangement No. PBO-140-72 in accordance with your contract No. GS-00S-45727 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. [illegible] of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 30 or more machines as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your corporation at the Washington, D.C. address.

3. Your corporation will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not [illegible] by virtue of having placed orders under this arrangement, agree to accept a charge for the unearned discount. Such unearned discount [illegible] the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your corporation will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

John J. Keaney
Assistant Director

ACCEPTED:

Sony Corporation of America

By: Clinton S. Thomas (Signature) Date: July 16, 1971

Clinton S. Thomas (Typed Name)

Title: Federal Marketing Manager

6. Your corporation will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

J. A. J. Kenney
Assistant Director

ACCEPTED:

Army Corporation or Agency

By: _____ (Signature) Date: _____

_____ (Typed Name)

Title: _____

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 10, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 121, SUPPLEMENT 1

Procurement of Office Machines and Supplies
Fiscal Year 1971

Blanket Purchase Arrangements for quantity discounts have been concluded with the Federal Supply Schedule contractors listed below.

The following attachments, as indicated below, list the details of the arrangements. These arrangements will enable all Department of Agriculture agencies to obtain quantity discounts during Fiscal Year 1972. These arrangements are additional to those announced in the original memorandum (See Plant and Operations Memorandum No. 121).

10. Olivetti (adding machines, calculators) - Attachment "J."

11. Olivetti (electronic typewriters) - Attachment "K."

12. Dictaphone Corporation (dictating machine system and calculators) - Attachment "L."

13. Facit-Odhner (electronic typewriters) - Attachment "M."

14. Facit-Odhner (calculators) - Attachment "N."

15. Sharp Electronics Corporation (calculators) - Attachment "O."

16. Victor Comptometer (electronic calculators) - Attachment "P."

There have been amendments and additions to Blanket Purchase Arrangement No. P&O-310-71 with the Nashua Corporation for xerographic developer. The prices that originally appeared in P&O Memorandum No. 119, Supplement 7 are no longer in effect. The following is a breakdown of xero-

graphic developers and prices now available under the blanket arrangement with the Nashua Corporation:

Type	Xerox Model	Price per Charge
XD-6	660, 660I	$10.00
XD-7	914,720	10.50
XD-7A	914, 720	13.50
XD-8	813, 330	10.00
XD-24	2400	30.00
XD-36	3600I, 3600III, 7000	70.00
XD-18*	1824, 1860**	21.00

*new developer
**new model

It is important that all ordering offices comply with the respective billing procedures described in the attachments. These procedures are specifically included to provide feedback so that accurate records of savings under these agreements can be kept.

Questions concerning this supplement should be directed to the Contract and Supply Management Staff. The telephone number is 202-388-7527 (IDS Code 111, Extension 7527).

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

Attachments

Attachment "J"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 6, 1971

Olivetti Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 150 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-200-72 in accordance with your contract No. GS-00S-89715 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the 150 and up price as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Olivetti Corporation

By: Roland W. Hosking, Jr. (Signature) Date: August 6, 1971

Roland W. Hosking, Jr. (Typed Name)

Title: Manager of Federal Operations Division

Attachment "K"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 6, 1971

Olivetti Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 50 or more electric typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-210-72 in accordance with your contract No. GS-00S-89640 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the 50 and up price as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Olivetti Corporation

By: _____ (Signature) Date: *August 6, 1971*

Roland W. Hosking, Jr. (Typed Name)

Title: *Manager of Federal Operations Division*

Attachment "L"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

[illegible]

[illegible]
2208 Wisconsin Avenue, N.W.
[illegible]

Gentlemen:

[illegible]
to purchase twenty-five (25) or more calculators from your company during the period ending June 30, 1972. These purchases will be made under [illegible] and III) with the General Services Administration.

The following provisions will govern the handling of orders placed under [illegible]

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket purchase arrangement number and will be written at the twenty-five (25) or more contract price as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your Washington, D. C., address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the [illegible]mum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to [illegible] will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office [illegible]

(a) Unless otherwise provided hereinafter, a person may be reinstated only to the department or independent Government establishment from which separated and upon requisition made within one year from the date of his separation. When the Commission and the appointing officer are in agreement that the public interest requires such unusual action, the Commission may allow reinstatement in any part of the classified service, and it may also authorize waiver of the one year limit herein prescribed under the following time limitations: Two years where service has been two years but less than three years; three years where service has been three years but less than four years; four years where service has been four years but less than five years; and five years where service has been five years or more.

The amendment consists of the insertion of the underscored words, and is designed to permit the utilization of the training and experience acquired in any part of the classified service in any other part when such action is necessary or advisable in the interests of the service.

(sgd) W. A. Jump

Administrative Assistant.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, numbers of items purchased, and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely,

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

By: R. L. McConnaughy (Signature) Date: 19 AUGUST '71

R. L. McCONNAUGHY (Typed Name)

NAT'L. MGR. FEDERAL SALES (Title)

(Signature) _____ Date: _____

(Typed Name) _____

(Title) _____

Attachment "M"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 6, 1971

Facit-Odhner, Inc.
2139 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1972, 25 or more electric typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-190-72 in accordance with your contract No. GS-00S-89631 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the contract price for 25 to 99 machines as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Facit-Odhner, Inc.

By: A. M. Gear (Signature) Date: 8-10-71

Title: Director, Federal Government Sales

(Typed Name): A. M. Gear

Attachment "N"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 18, 1971

Facit-Odhner, Inc.
2139 Wisconsin Avenue, N.W.
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase twenty five (25) or more calculators and/or adding machines, during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O 0-230-72 in accordance with your Contract No. GS-00S-89690 (FSC Section 74, Parts II and III) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number. Orders for electronic calculators will be written at the contract price for twenty five (25) to forty nine (49) items. Orders for printing calculators and/or adding machines will be written at the contract price for twenty five (25) to 199 items. The contract prices are as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D.C., address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely,

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

By: A. M. Gear (Signature) Date: 8/19/71

A. M. Gear (Typed Name)

Director, Federal Government Sales (Title)

Attachment "O"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 27, 1971

Sharp Electronics Corporation
10 Keystone Place
Paramus, New Jersey 07652

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase four (4) or more calculators from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-240-72 in accordance with your Contract No. GS-00S-89725 (FSC Group 74, Parts II and III) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket purchase arrangement number and will be written at the contract price for four (4) to nine (9) items as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the above address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Sharp Electronics Corporation

By: Dan De Pasquale (Signature) Date: 8/30/71

_____ (Typed Name)

Title: _____

Attachment "P"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 31, 1971

Victor Comptometer Corporation
Business Machines Group
1836 Jefferson Place, N. W.
Washington, D. C. 20036

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase twenty-five (25) or more adding and/or calculating machines from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-250-72 in accordance with your Contract No. GS-00S-89735 (FSC Section 74, Parts II and III) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement.

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for twenty-five (25) to 199 machines as shown in your authorized Federal Supply Schedule price list.

2. The total amount of orders placed against the cited blanket arrangement will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your company will notify this office when the total amount of orders approaches this dollar limitation.

3. Each ordering office will send orders directly to your company to the Victor Comptometer local authorized representative.

4. Your company will send invoices for payment directly to the billing address shown on each order.

5. Your company will furnish this office, quarterly, with a statement of the dollar amount of orders placed, number of items purchased, and discounts earned through this agreement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Victor Comptometer Corporation

By: Donald J. Mullane (Signature) Date: 9/2/71

_____ (Typed Name)

Title: Asst Govt Sales manager

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 12, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 121, SUPPLEMENT 2

Procurement of Office Machines and Supplies
Fiscal Year 1972

Blanket Purchase Arrangements for quantity discounts have been concluded with the Federal Supply Schedule contractors listed below.

The following attachments, as indicated below, list the details of the arrangements. These arrangements will enable all Department of Agriculture agencies to obtain quantity discounts during Fiscal Year 1972. These arrangements are additional to those announced in the original memorandum (See Plant and Operations Memorandum No. 121).

17. Olympia (Electric typewriters, calculators, adding machines, and dictating systems) - Attachment "Q"

18. Itek (Offset plate-making supplies) - Attachment "R"

19. Memorex (Magnetic tape cartridges) - Attachment "S"

It is important that all ordering offices comply with the respective billing procedures described in the attachments. These procedures are specifically included to provide feedback so that accurate records of savings under these agreements can be kept. The term "electronic typewriter" is used interchangeably with electric typewriter. P&O-220-72 with the Dictaphone Corporation includes the purchase of dictating machines also.

Questions concerning this supplement should be directed to the Contract and Supply Management Staff. The telephone number is 202-388-7527 (IDS Code 111, Extension 7527).

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

Attachments

Attachment "Q"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 13, 1971

Olympia USA, Inc.
Box 22
Somerville, New Jersey 08876

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase 100 or more electric typewriters, calculators and/or adding machines from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-270-72 in accordance with your Contract No. GS-00S-89641 for typewriters, and Contract No. GS-00S-89716 for calculators, adding machines, and dictating machines.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the 100, or more, contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at address noted above.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Olympia USA, Inc.

By: Sterling J. Hiles (Signature) Date: 9/17/71

Sterling J. Hiles (Typed Name)

Contract Administrator (Title)

Attachment "R"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 7, 1971

Itek Business Products
900 South Washington Street
Falls Church, Virginia 22046

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending September 30, 1972, 500 or more rolls of Itek Project-a-Lith material and 12 gallons or more of Project-a-Lith chemicals. These purchases will be made under Blanket Purchase Arrangement No. P&O-280-72 in accordance with your contract No. GS-00S-05369 with the General Services Administration. Orders will be placed consistent with the minimum ordering requirements listed in the contractor's authorized catalog.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the above address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount

will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than September 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Itek Business Products

By: H. L. Marindin (Signature) Date: 10/8/71

Henri L. Marindin (Typed Name)

Title: Federal Government Accounts Manager

Attachment "S"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 30, 1971

Memorex Corporation
4905 Delray Avenue
Bethesda, Maryland 20014

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your corporation 500 or more magnetic tape cartridges, 50 or 100 ft. each for use in the Magnetic Tape Selectric Typewriter, during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-290-72 in accordance with your contract No. GS-00S-07375 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 500 or more magnetic tape cartridges as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your corporation at the Bethesda, Maryland address.

3. Your corporation will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office,

by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your corporation on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your corporation will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Memorex Corporation

By: William A. Koenig (Signature) Date: OCTOBER 7, 1971

WILLIAM A. KOENIG (Typed Name)

Title: FEDERAL GOVT. SALES MANAGER

PROCUREMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 3, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 121, SUPPLEMENT 3

Procurement of Office Machines and Supplies

Blanket Purchase Arrangements for quantity discounts have been concluded with the Federal Supply Schedule contractors listed below.

The following attachments, as indicated below, list the details of the arrangements. These arrangements will enable all Department of Agriculture agencies to obtain quantity discounts during Fiscal Year 1972. These arrangements are additional to those announced in the original memorandum (See Plant and Operations Memorandum No. 121).

20. Friden (Adding machines and electronic calculators)- Attachment "T".

21. National Calculator (Calculating machines)- Attachment "U".

It is important that all ordering offices comply with the respective billing procedures described in the attachments. These procedures are specifically included to provide feedback so that accurate records of savings under these agreements can be kept.

Questions concerning this supplement should be directed to the Contract and Supply Management Staff. The telephone number is 202-388-7527 (IDS Code 111, Extension 7527).

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

Attachment "U"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 18, 1971

National Calculator Systems, Inc.
12250 Wilkins Avenue
Rockville, Maryland 20852

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase ten (10) or more calculating machines from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-310-72 in accordance with your Contract No. GS-00S-89672 (FSC Section 74, Parts II and III) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement.

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for ten (10) to twenty-five (25) machines as shown in your authorized Federal Supply Schedule price list.

2. The total amount of orders placed against the cited blanket arrangement will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your company will notify this office when the total amount of orders approaches this dollar limitation.

3. Each ordering office will send orders directly to your company at the above address.

4. Your company will send invoices for payment directly to the billing address shown on each order.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement on the forms provided and the dates announced thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

National Calculator Systems, Inc.

By: _____ (Signature) Date: 11-29-71

John W. Gomolisky (Typed Name)

Title: President

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement by submitting the attached quarterly report forms per the schedule thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

The Singer Company, Friden Division

By: _____ (Signature) Date: 11/9/71

W. H. O'Connor (Typed Name)

Title: Director of Federal Marketing

Attachment "T"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

OCT 28 1971

The Singer Company
Friden Division
2100 L Street, N. W.
Washington, D. C. 20037

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase 100 or more adding and/or calculating machines from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-300-72 in accordance with your Contract No. GS-00S-89693 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 100 to 199 machines as shown in your authorized Federal Supply Schedule price list.

2. Each ordering office will send original orders directly to The Singer Company, Friden Division, 2100 L Street, N.W., Washington, D. C. 20037.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 12, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 121, SUPPLEMENT 4

Procurement of Office Machines and Supplies
Fiscal Year 1972

Blanket Purchase Arrangements for quantity discounts have been concluded with the Federal Supply Schedule contractors listed below. The attachments, also listed below, contain the details of those arrangements. These arrangements will enable all Department agencies to obtain quantity discounts during Fiscal Year 1972 for which the individual amounts ordered would not separately qualify.

18. Adler (Electric Typewriters) - Attachment "V"

19. Nashua (Xerographic Developer, Toner; BD-220 Toner; Electrostatic Paper; Xerographic Transparency Film) - Attachment "W"

It is important that all ordering offices comply with the respective billing procedures described in the attachments (provision 2.). These provisions are specifically included to provide feedback so that accurate records of savings under these agreements can be kept.

The Blanket Purchase Arrangement with the Nashua Corporation (Attachment "W") has been established for the purchase of Xerographic toners, Xerographic developers, electrostatic copy paper, and Xerographic transparency film. The arrangement will allow each ordering office to purchase any quantity of the items covered at the maximum quantity discount prices.

The items covered under the Blanket Purchase Arrangement represent the minimum acceptable products at the lowest available prices consistent with the service and reliability needs of the Department.

In order to maximize the savings under this Blanket Purchase Arrangement, ordering offices shall combine as many items as possible onto each purchase order submitted under this arrangement. Significant administrative cost savings will automatically be achieved because of the availability of a wide range of copier supplies from a single contractor.

The following is a breakdown of products and prices available under the arrangement with the Nashua Corporation:

Developers

Type	Xerox Model	Wt./Charge	Price/Charges
XD-6	660, 660I	2.5	10.00
XD-7	914, 720	3.6	10.50
XD-7A	914, 720	5.0	13.50
XD-8	813, 330	2.5	10.00
XD-24	2400	11.5	30.00
XD-24S	2400 (ret.)	25.0	70.00
XD-36	3600I, 3600III, 7000	25.0	70.00
XD-18	1824, 1860	8.0	21.50

Each Xerox Model 914 and 720 requires the use of both XD-7 and XD-7A Nashua developer. One charge of each type should be stocked at each Model 914 and 720 and replaced as used by the Xerox technical representative.

All other Xerox models should have two developer charges stocked at each machine site. This will insure that the Xerox technical representative has the developer on hand to perform preventative maintenance.

Activities with Xerox machines should inform the Xerox technical representative to use Nashua developer. Failure to do so or failure to have Nashua developer at each site may result in the continued use of a higher priced developer.

Toner

Type	Xerox Model	Wt./Charge	Price/Charges
5-Standard	660, 660I	2.5 lbs.	10.82
1-Standard	914, 720	2.5 lbs.	10.82
1-Standard	813, 330	2.5 lbs.	10.82
1-Standard	2400	2.5 lbs.	10.82
1-Standard	2400 (ret.)	2.5 lbs.	10.82
7-Standard	3600I, 3600III, 7000	2.5 lbs.	10.82
1-Standard	1824, 1860	2.5 lbs.	10.82

Electrostatic Paper

Item 51-101-4 NASHUA ELECTROSTATIC COPY PAPER
PRICE PER 1000 SHEETS - TYPES L-100 & L-302

Quantity	8x10-1/2	8-1/2x11	8-1/2x14	8x13	11x14	11x17	5-1/2x8-1/2
1,000,000 & Over	11.23	12.48	15.88	14.88	21.26	24.99	7.15

Item 51-101-3 NASHUA ELECTROSTATIC COPY PAPER
FOR USE ON AM 3000 - TYPE L-500
PRICE PER 1000 SHEETS

Quantity	10-1/2x8	11x8-1/2	14x8-1/2	17x11	8-1/2x5-1/2
1,000,000 & Over	16.47	16.47	23.10	36.36	9.00

Item 51-101-3 NASHUA ELECTROSTATIC COPY PAPER
FOR USE ON BRUNING COPYTRON 2000
AND 2100 SERIES - TYPE BD-220
*PRICE PER 1000 SHEETS

Quantity	8x10-1/2	8-1/2x11	8-1/2x14	8x13	11x17	8x21	8x22
1,000,000 & Over	9.88	10.65	13.25	13.20	21.57	21.45	22.45

*Cost of developer included in paper prices, one 2-1/2 lb. container for each 20,000 sheets ordered.

BD-220 TONER. For AM Model 2000 and 2100, BD-220 toner is required. This toner is available from Nashua under the blanket arrangement at $14.00 per lb. (Approximately 4,000 copies per lb.)

Orders for paper should be for a minimum of 5,000 sheets, if practicable and should specify paper type or machine make and model. Orders for mixed types and sizes will be accepted.

It is recommended that paper be order for machines as listed below:

Machine	Paper
SCM Models 33 and 44	L-100
SCM Models 66, 88 and 55	L-302
AM 500 and 750	L-302
AM (Bruning) 2000 and 2100 series	BD-220
Ditto Standard and Autoload	L-302
Apeco Superstats and Ultrastats	L-302
AM (Bruning) 3000 Models	L-500

Transparency Film

The blanket arrangement with Nashua Corporation covers the purchase of transparency film for use in making transparencies in any Xerox copier except Model 3600-III. The price under our blanket purchase arrangement is $18.33 per box of 100 sheets (8-1/2x11). The film is available at the above prices in clear, red, yellow, blue or green; specify color desired when ordering.

Terms of the Nashua contract provide for a prompt payment discount of 2 percent - 20 days.

The items covered under the blanket arrangement with Nashua must be purchased from this source unless lower priced products are found acceptable. Purchases at higher prices must be justified in accordance with FPMR 101-26.408-3. A copy of each such justification should be submitted through agency channels to the Office of Plant and Operations, Contract and Supply Management Staff.

The Office of Plant and Operations will continue to test other products and assess the capabilities of other contractors for the items covered under this Blanket Purchase Arrangement. Agencies are encouraged to report any difficulties experienced with the use of items covered by this Blanket Purchase Arrangement.

Any questions or comments concerning any Blanket Purchase Arrangement should be directed to the Contract and Supply Management Staff at Area Code 202 - 388-7527 (IDS Code 111 - Extension 7527).

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

Attachment

ATTACHMENT "V"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

NOV 18 1971

Adler Business Machines
c/o North American Business Machines
107 Church Street, N. E.
Vienna, Virginia 22180

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase twenty five (25) or more electric typewriters from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O 260-72 in accordance with your Contract No. GS-00S-89626 for electric typewriters (FSC 74 Part I).

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the twenty five (25) or more price as shown in your respective authorized Federal Supply Schedule price lists.

2. Each purchasing office will send orders directly to your company at the Washington, D. C., address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to

accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement by submitting the attached quarterly report form per the schedule announced thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Adler Business Machines

By: Frederick W. Haussmann (Signature) Date: December 6, 1971

Frederick W. Haussmann (Typed Name)

Advertising & Sales Promo. Mgr.

ATTACHMENT "W"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JAN 1 1 1972

Nashua Corporation
2425 Wilson Boulevard
Arlington, Virginia 22201

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company, during the period ending December 31, 1972, the following:

5 or more charges of Nashua Xerographic Developer
1,000 or more cartons of Nashua Xerographic Toner
1,000,000 or more sheets of Nashua Electrostatic Copy Paper
20 or more pounds of BD220 Toner for use in Bruning Copy Machines
50 or more boxes of Xerographic Transparency Film

These purchases will be made under Blanket Purchase Arrangement No. P&O-320-72 in accordance with your contract No. GS-00S-06942 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the contract price established for the above quantities as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the above address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than December 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement by submitting the attached quarterly report form per the schedule announced thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Nashua Corporation

By: G. P. Tyson (Signature) Date: January 11, 1972

G. P. Tyson (Typed Name)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 23, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 121, SUPPLEMENT 5

Procurement of Office Machines and Supplies
Fiscal Year 1972

Blanket Purchase Arrangements for quantity discounts have been concluded with the Federal Supply Schedule contractors listed below. The attachments, also listed below, contain the details of those arrangements. These arrangements will enable all Department agencies to obtain quantity discounts during Fiscal Year 1972 for which the individual amounts ordered would not separately qualify.

20. Chase Marketing (Craig Calculators) - Attachment "X"

21. Pitney-Bowes (Copying Machines and Paper) - Attachment "Y"

22. Saxon Business Products (Copier Paper) - Attachment "Z"

It is important that all ordering offices comply with the respective billing procedures described in provision 2 of the attachments. These provisions are often specifically included to provide feedback so that accurate records of savings under these agreements can be kept.

Questions concerning this supplement should be directed to the Contract and Supply Management Staff. The telephone number is 202-388-7527 (IDS Code 111, Extension 7527).

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

Attachments

Attachment "X"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JAN 19 1972

Chase Marketing Company
c/o Government Marketing Services
7826 Eastern Avenue, N. W.
Washington, D. C. 20012

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase 12 or more pocket size electronic calculators from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-330-72 in accordance with your Contract No. GS-00S-89674.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the 12, or more, contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company care of the address noted above.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased and discounts earned through this arrangement on the enclosed quarterly report forms per the schedule indicated thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Chase Marketing Company

By: Sidney Freed (Signature) Date: January 24, 1972

Sidney Freed (Typed Name)

Contract Administrator (Title)

Attachment "Y"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

MAR 1 1972

Pitney - Bowes, Inc.
1012 14th Street, N. W.
Washington, D. C. 20005

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase five (5) or more copying machines and 313 or more cartons of copier paper from your company during the period ending December 31, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O 340-72 in accordance with your Contract No. GS-00S-06945 for copying machines (FSC 36 Part IV.

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the five (5) to 24 price for copiers and the 313 to 624 carton price for paper as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the Washington, D. C., address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company

on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than December 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement by submitting the attached quarterly report form per the schedule announced thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Pitney - Bowes, Inc.

By: William R. Patton (Signature) Date: March 10, 1972

William R. Patton (Typed Name)

Director, Government Sales

Attachment "Z"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

MAR 9 1972

Saxon Business Products, Inc.
1114 Wilson Boulevard
Arlington, Virginia 22209

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company, during the period ending December 31, 1972, 500 or more rolls of 8 1/2" paper for use in copystat photocopiers.

These purchases will be made under Blanket Purchase Arrangement No. P&O-350-72 in accordance with your contract No. GS-00S-06951 with the General Services Administration (FSC Group 36 Part IV, Sections A and B).

The following provisions will govern the handling of orders placed under the above-cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the 500-998 roll price established for the above quantities as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the above address or the local Saxon Business Products office, as shown in your authorized Federal Supply Schedule price list.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above-referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue if having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be

billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than December 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement by submitting the attached quarterly report form per the schedule announced thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Saxon Business Products, Inc.

By: Ronald G. Coe (Signature) Date: March 13, 1972

Ronald G. Coe (Typed Name)
Director of Government Sales

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 29, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 121, SUPPLEMENT 6

Procurement of Office Machines and Supplies
Fiscal Year 1972

Blanket Purchase Arrangements for quantity discounts have been concluded with the Federal Supply Schedule contractors listed below. The attachments, also listed below, contain the details of those arrangements. These arrangements will enable all Department agencies to obtain quantity discounts during Fiscal Year 1972 for which the individual amounts ordered would not separately qualify.

23. Olivetti - (electric typewriters and calculators) - Attachment "AA"

24. Sharp Electronics - (calculators) - Attachment "BB"

It is important that all ordering offices comply with the respective billing procedures described in the attachments (provision 2.). These provisions are specifically included to provide feedback so that accurate records of savings under these agreements can be kept.

It is important to note that Blanket Purchase Arrangements P&O-200-72 and P&O-210-72 are rescinded by P&O-360-72. Blanket Purchase Arrangement P&O-370-72 rescinds P&O-240-72.

Any questions or comments concerning this supplement should be directed to the Contract and Supply Management Staff at 202-388-7527 (IDS 111-7527).

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

Attachments

Attachment "AA"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

MAR 22 1972

Olivetti Corporation of America
1146 - 19th Street, N. W.
Washington, D. C. 20036

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase 200 or more electric typewriters, calculators and/or adding machines from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-360-72 in accordance with your Contract No. GS-00S-89640 for typewriters, and Contract No. GS-00S-89715 for calculators and adding machines.

This Blanket Purchase Arrangement rescinds Blanket Purchase Arrangements 200 and 210 with your company. All orders received from the Department of Agriculture ordering offices on or after the acceptance date of this arrangement will be discounted at the amount agreed upon in this arrangement.

The following provisions will govern the handling or orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the 200 or more, contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the address noted above.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned through this arrangement by submitting the attached quarterly report form per the schedule number announced thereon.

Please indicate your acceptance of the provisions of this letter in space provided below and return the original to this office.

Sincerely yours,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Olivetti Corporation

_____ (Signature) (Date) 3/24/72

ROLAND W. HOSKING, JR. (Typed Name)

MANAGER
FEDERAL GOVERNMENT OPERATION

Attachment "BB"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

MAR 27 [illegible]

Sharp Electronics Corporation
2139 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase 100 or more calculators from your company during the period ending June 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-370-72 in accordance with your Contract No. GS-00S-89725 (FSC Group 74, Parts II and III) with the General Services Administration. This Blanket Purchase Arrangement rescinds P&O-240-72 with your company. All orders received from Department of Agriculture offices will be discounted at the rate here established after the acceptance date.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket purchase arrangement number and will be written at the contract price for 100 or more items as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your company at the above address.

3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement by submitting the attached quarterly report form per the schedule announced thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

Attachment

ACCEPTED:

Sharp Electronics Corporation

By: Frank L. Finn (Signature) Date: 3/27/72

Frank L. Finn (Typed Name)

Title: National Sales Manager, Gov't & Education

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1972.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement by submitting the attached quarterly report form per the schedule announced thereon.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

Attachment

ACCEPTED:

Sharp Electronics Corporation

By: Frank L. Finn (Signature) Date: 3/27/72

Frank L. Finn (Typed Name)

Title: National Sales Manager, Gov't & Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 16, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 121, SUPPLEMENT 7

Procurement of Office Machines and Supplies
Fiscal Year 1972

A Blanket Purchase Arrangement for a quantity discount has been concluded with the Federal Supply Schedule contractor listed below. The attachment, also listed below, contains the details of this arrangement. This arrangement will enable all Department agencies to obtain quantity discounts through September 30, 1972, for which the individual amounts ordered would not separately qualify.

25. Memorex - (Magnetic cards - For use with IBM-MC/ST Typewriter) - Attachment "CC"

It is important that all ordering offices comply with the respective billing procedures described in the attachment (provision 2.). These provisions are specifically included to provide feedback so that accurate records of savings under these agreements can be kept.

Please note that under Blanket Purchase Arrangements P&O-290-72, with Memorex, the 120 ft. magnetic tape cartridge can be ordered under this same arrangement qualifying for the maximum price discount at the 500 plus price level. We have been advised by Memorex that any orders of 120 ft. cartridge tape would be automatically billed at the current 500 plus price.

Under the current Blanket Purchase Arrangement No. P&O-320-72 with Nashua Corporation for copier supplies, recent questions indicate that there is some misunderstanding as to how the blanket should be used. Please note that this blanket does not preclude ordering offices from using lower priced items from other Federal Supply Schedule vendors where lower priced products have been found acceptable.

Contrary to the information in Plant and Operations Memorandum No. 121, Supplements 1 and 2, the Blanket Purchase Arrangement No. P&O-220-72 with the Dictaphone Corporation does not include dictating machines.

Any questions or comments concerning this supplement should be directed to the Contract and Supply Management Staff at 202-388-7527 (IDS 111-7527).

William H. Roth
Acting Assistant Director
Contract and Supply Management Staff

Attachment

Attachment "CC"

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

MAY 1 1972

Memorex Corporation
1600 Anderson Road
McLean, Virginia 22101

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your corporation 50 or more boxes of magnetic cards for use in the Magnetic Card Selectric Typewriter, during the period ending September 30, 1972. These purchases will be made under Blanket Purchase Arrangement No. P&O-400-72 in accordance with your contract No. GS-00S-07375 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 50 or more boxes of magnetic cards as shown in your authorized Federal Supply Schedule price list.

2. Each purchasing office will send orders directly to your corporation at the McLean, Virginia address:

3. Your corporation will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount.

Such unearned discount will be billed by your corporation on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than September 20, 1972.

6. Your corporation will furnish this office quarterly a statement of the dollar value of orders placed, number of items purchased, and discounts earned through this arrangement.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

William H. Roth
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

Memorex Corporation

By: Milton R. Jones (Signature) Date: May 10, 1972

Milton R. Jones (Typed Name)

Title: Regional Marketing Manager
Business Products Group
Memorex Corporation
1600 Anderson Road
McLean, Virginia 22101

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 30, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 122

Acquisition of Additional Systems and Equipment for Passenger Vehicles

Federal Property Management Regulations Temporary Regulation E-16 authorizes the purchase of additional systems and equipment for certain passenger vehicles now in Federal service without regard to purchase price limitations. The guidelines for the selection and application of these systems and equipments are liberal.

Agency officials responsible for controlling the selection of vehicles to be equipped with additional systems and equipments should weigh carefully the costs of adding expensive equipment to older vehicles and assure that only essential equipments are added to those passenger vehicles on hand whose use warrants such additions.

Requests for approval of air conditioning in areas outside of the prescribed boundaries shall be routed via the Office of Plant and Operations.

Comments concerning the effect of Temporary Regulation E-16 on agency programs should be submitted to us by August 15, 1971.

T. M. BALDAUF
Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 16, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 123

Listing of Job Openings for Returning Veterans

As a means of providing employment assistance to veterans returning to civilian life, the President on June 16, 1971, issued Executive Order 11598 requiring Federal agencies and their Federal contractors and subcontractors to list job openings with appropriate offices of the State employment services. As directed in the Executive Order, proposed rules and regulations were published in the Federal Register on July 24. The final rules and regulations cannot be issued before September.

In the interim, urge your contractors and subcontractors to voluntarily list their employment openings with the nearest local office of their State employment service. A draft of a letter which you may use for this purpose is shown on the reverse hereof. In addition, future contract award notices should include the substance of this draft letter.

T. M. Baldauf
Acting Director

PROPOSED LETTER FROM FEDERAL AGENCIES
TO THEIR CONTRACTORS

Dear _____

A large number of veterans are now leaving the Nation's Armed Forces, and many of them have found difficulty in locating and securing jobs. Needless to say, these veterans deserve our deepest thanks for their sacrifice and their service and are entitled to the kind of assistance needed to make their transition to civilian life consistent with their hopes and aspirations. At the direction of the President, the Federal Government has mounted an intensive effort to furnish that kind of assistance.

One of the steps being taken, specifically at the direction of the President, is the drafting and issuance of regulations requiring most Federal Government contracts to contain assurances that the contractor will list his suitable employment openings with the appropriate local office of the State employment service. The contractor will not be required to hire applicants referred by the State employment service for a listed job vacancy. Veterans, however, will be given preference by the State employment service in its referral of applicants to those vacancies.

The regulations will apply to prime contractors and their first tier subcontractors. It will not apply to job openings which the contractor or subcontractor proposes to fill from within his organization, or from a regularly established recall or rehire list.

We urge you to begin listing your openings with the State employment service now, in keeping with the spirit of the President's program for veterans. The larger the volume of job openings in a central location in a community, the less burdensome is the job search task of the veteran. Your help in this endeavor will be appreciated.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 16, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 124

Stabilization of Prices, Rents, Wages and Salaries

Background

Executive Order 11615, August 15, 1971, provides for the stabilization of prices, rents, wages and salaries. The General Services Administration has issued Temporary Regulation 22 of the Federal Procurement Regulations which requires that there be a determination that contractors are in compliance with the order in all of their transactions.

Purpose

Temporary Regulation 22 covers all procurement in excess of $2,500 and those contracts under $2,500. This memorandum provides supplemental instructions for small purchases and Federal Supply Schedule Contracts.

Small Purchase Procedures

Ordering documents for small purchases under $2,500 shall contain a certification provision requiring the certification contained at 1-1.321-2(a) of Temporary Regulation 22 on all invoices submitted under the order, except when the purchasing officer determines the documenting procedures of the purchase transaction make it impracticable to include the provision on the order document. Examples of transactions which may fall into this category are: Purchases made while in travel status and reimbursement claimed on travel vouchers, imprest cash transactions, transactions using commercial procedures not involving a Government order form, and purchases made over the counter to fill immediate needs at the site of work.

The required certification provision is as follows:

> You are hereby notified of your following obligations under Executive Order 11615, August 15, 1971:

Prior to payment of invoices submitted under this order, you must place on, or attach to, each invoice or other payment document submitted the following certification:

"I hereby certify that amounts invoiced herein do not exceed the lower of (1) the contract price, or (2) maximum levels established in accordance with Executive Order 11615, August 15, 1971."

Payments will not be made on invoices submitted under the above noted contract unless certification, as prescribed above, has been completed.

Federal Supply Schedule Contract Transactions

Orders to Federal Supply Schedule contractors need not contain the above provision. These contractors are required to certify on each invoice in accordance with GSA Bulletin FPMR E-98 of September 9, 1971. Each invoice dated after September 9, 1971, must have the certification required by the Bulletin.

Violations

Reported and suspected violations of Executive Order 11615, which are brought to the attention of contracting personnel, shall be reported to the local District Office of Internal Revenue Service which services the area in which the violation occurred.

Orders shall not be placed with known violators of the Executive Order.

Effective date. The requirements of this memorandum are effective immediately.

John J. Keaney
Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 6, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 126

Stabilization of Prices, Rents, Wages and Salaries

Background

Executive Order 11615, August 15, 1971, provides for the stabilization of prices, rents, wages and salaries. The General Services Administration issued Temporary Regulation 22 of the Federal Procurement Regulations which implemented that order. Executive order 11627 October 15, 1971, superseded the earlier order and included the following provision:

> Sec. 13. All orders, regulations circulars, or other directives issued and all other actions taken pursuant to Executive Order No. 11615, as amended, are hereby confirmed and ratified, and shall remain in full force and effect, as if issued under this order, unless and until altered, amended, or revoked by the Council or by such competent authority as the Council may specify.

The General Services Administration has issued Temporary Regulation 23 of the Federal Procurement Regulations which continues, on a modified basis, the requirements prescribed by Temporary Regulation 22.

Temporary Regulation 23 covers all procurement in excess of $2,500 and those contracts under $2,500. This memorandum provides supplemental instructions for small purchases and Federal Supply Schedule Contracts. This memorandum supersedes memorandum No. 124.

Small Purchase Procedures

Ordering documents for small purchases under $2,500 shall contain a certification provision requiring the certification contained at 1-1.321-2(a) of Temporary Regulation 23 on all invoices submitted under the order, except when the purchasing officer determines the

documenting procedures of the purchase transaction make it impracticable to include the provision on the order document. Examples of transactions which may fall into this category are: Purchases made while in travel status and reimbursement claimed on travel vouchers, imprest cash transactions, transactions using commercial procedures not involving a Government order form, and purchases made over the counter to fill immediate needs at the site of work.

The required certification provision is as follows:

> You are hereby notified of your following obligations under Executive Order 11615, August 15, 1971 as superseded by Executive Order 11627, October 15, 1971.
>
> Prior to payment of invoices submitted under this order, you must place on, or attach to, each invoice or other payment document submitted the following certification:
>
> "I hereby certify that amounts invoiced herein do not exceed the lower of (1) the contract price, or (2) maximum levels established in accordance with Executive Order 11615, August 15, 1971 as superseded by Executive Order 11627, October 15, 1971.
>
> Payments will not be made on invoices submitted under the above noted contract unless certification, as prescribed above, has been completed.

Federal Supply Schedule Contract Transactions

Orders to Federal Supply Schedule contractors need not contain the above provision. These contractors are required to certify on each invoice in accordance with GSA Bulletin FPMR E-98 of September 9, 1971.

Violations

Reported and suspected violations of Executive Order 11615, as superseded by Executive Order 11627, October 15, 1971 which are brought to the attention of contracting personnel, shall be reported to the local District Office of Internal Revenue Service which services the area in which the violation occurred.

Orders shall not be placed with known violators of the Executive Order.

Effective date The requirements of this memorandum are effective immediately.

T. M. Baldauf
Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 31, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 127

Stabilization of Prices, Rents, Wages and Salaries

Background

Executive Order 11615, August 15, 1971, provided for the stabilization of prices, rents, wages, and salaries. Temporary FPR 22 provided procedures which implemented that order. Executive Order 11627, October 15, 1971, superseded the earlier order and was implemented by Temporary FPR 23. Executive Order 11640, January 26, 1972, superseded the prior orders and included the following provision:

> Sec. 14. All orders, regulations, circulars, or other directives issued and all other actions taken pursuant to Executive Order No. 11627, as amended, and in effect on the date of this Order, are hereby confirmed and ratified, and shall remain in full force and effect, as if issued under this order, unless and until altered, amended, or revoked by the Council or by such competent authority as the Council may specify.

The General Services Administration has issued Temporary Regulation 26 of the Federal Procurement Regulations which amends procedures previously established in Temporary Regulation 23.

Temporary Regulation 26 covers procurement in excess of $2,500 and those contracts under $2,500. This memorandum provides supplemental instructions for small purchases and Federal Supply Schedule Contracts. The procurement of raw, unprocessed agricultural products is exempt from Temporary Regulation 26 and this memorandum. Raw agricultural products include those products that retain the form they possessed when they left the farm gate. Packaging will not be considered a processing activity. This memorandum supersedes memorandum No. 126.

Small Purchase Procedures

Ordering documents for small purchases under $2,500 shall contain a certification provision requiring the certification contained at 1-1.321-2(a) of Temporary Regulation 23, as amended by Temporary

Regulation 26, on all invoices submitted under the order, except when the purchasing officer determines the documenting procedures of the purchase transaction make it impracticable to include the provision on the order document. Examples of transactions which may fall into this category are: Purchases made while in travel status and reimbursement claimed on travel vouchers, imprest cash transactions, transactions using commercial procedures not involving a Government order form, and purchases made over the counter to fill immediate needs at the site of work.

The required certification provision is as follows:

> You are hereby notified of your following obligations under Executive Order 11640, January 26, 1972.
>
> Prior to payment of invoices submitted under this order, you must place on, or attach to, each invoice or other payment document the following certification:
>
> "I hereby certify that amounts invoiced herein do not exceed the lower of (1) the contract price, or (2) the maximum levels established in accordance with Executive Order 11640, January 26, 1972."
>
> Payments will not be made on invoices submitted under the above noted contract unless certification, as prescribed above, has been completed.

Federal Supply Schedule Contract Transactions

Orders to Federal Supply Schedule contractors need not contain the above provision. These contractors are required to certify on each invoice in accordance with GSA Bulletin FPMR E-98 of September 9, 1971.

Violations

Reported and suspected violations of the Executive Order 11640, January 26, 1972 which are brought to the attention of contracting personnel, shall be reported to the local District Office of Internal Revenue Service which services the area in which the violation occurred.

Orders shall not be placed with known violators of the Executive Order.

Effective Date. The requirements of this memorandum are effective immediately.

T. M. Baldauf
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 31, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 128

Labor Standards Clauses

On March 6, 1972, GSA issued Temporary Regulation 25 which prescribed revised labor standards clauses for construction contracts.

In accordance with these revisions and until such time as GSA publishes a revised edition of Standard Form - 19A, procurement offices are requested to order and use Form AD-19A. Form AD-19A is available from Central Supply Section, Service Operations Division, Office of Plant and Operations.

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 31, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 129

Printing the phrase "An Equal Opportunity Employer" on Departmental mailing envelopes

The Secretary's Memorandum of March 30, 1972 has advised all agencies to include the phrase "AN EQUAL OPPORTUNITY EMPLOYER" on all Departmental mailing envelopes. For those agencies ordering envelopes from the Central Supply in Washington, this change will be automatically incorporated into new printings.

For those agencies ordering envelopes direct from either Federal Supply Schedule Contracts or open market purchases, see the exhibit on the back of this memorandum for the approximate location for printing of the equal opportunity phrase on new envelopes.

In printing the phrase on envelopes, the printing must comply with the United States Postal Service's Guidelines For Preparing U. S. Government Mail, issued under GSA Bulletin FPMR B-22, December 12, 1969. Section IV, paragraph 5, of the guidelines specifies that an authorized slogan "may be printed above the address if it does not extend into the indicia area or on the left one-fourth of the mail piece if it is more than 5/8 inch to the left of the address".

Envelopes currently in stock or already on order may be used without the new phrase. The phrase is required on all envelopes ordered after the issuance of this memorandum.

This memorandum is effective for all Departmental envelope printing requirements through November 15, 1972.

T. M. Baldauf
Director

DIRECTIVES 6

MAIL

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

February 6, 1973

PLANT AND OPERATIONS MEMORANDUM NO. 129, SUPPLEMENT NO. 1

Printing the phrase "An Equal Opportunity Employer" on Departmental Mailing Envelopes

Assistant Secretary Elliott's memorandum of March 30, 1972, advised that Federal Agencies had been authorized to imprint the phrase "An Equal Opportunity Employer" on mailing envelopes. That authorization has now been extended through November 15, 1973.

All future orders for mailing envelopes will be imprinted with the above phrase. Any order placed for envelopes between November 15, 1972,--the expiration of the previous authorization period--and the receipt of this memorandum and any current supplies on hand without this phrase will not be overprinted.

The instructions for printing are unchanged from those in Plant and Operations Memorandum No. 129, March 31, 1972.

T. M. Baldauf
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 7, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 130

Integrated Grant Administration

PURPOSE. It is the purpose of this memorandum to establish responsibilities and procedures for the implementation of the Integrated Grant Administration (IGA) pilot program.

BACKGROUND. The IGA program is described in the OMB booklet "The Integrated Grant Administration (IGA) program" dated January 14, 1972, which has been distributed to Agency Heads. The objective of the IGA pilot program is to provide States and local governments a means to obtain Federal assistance through the use of a single application and administratively operate under a single system in carrying out the Grant program. To accomplish this objective, administrative procedures are standardized and simplified.

All grant and technical assistance programs may be involved in the IGA program except those for construction, acquisition of land, loans to States and local units of government or individuals, and programs for which State and local units of government are not eligible. The selection of projects to participate in the IGA program will be made by the Federal Regional Councils based upon applications received from State and local units of government.

POLICY. As stated in Secretary's Memorandum No. 1761, Supplement 2 dated April 7, 1972, the Department shall actively participate wherever needed to ensure a thorough test of the Integrated Grant Administration program.

RESPONSIBILITIES

a. Office of Plant and Operations. The Office of Plant and Operations is responsible for providing staff coordination of Department program involvement in the IGA pilot program including liaison with the Office of Management and Budget.

b. Liaison Representatives to the Federal Regional Councils (FRC). The Liaison Representative is responsible for arranging appropriate agency liaison with the Council where agency programs are involved.

DIRECTIVES

c. Department Agencies. Agencies are responsible for arranging participation in IGA whenever their programs are a part of an approved IGA project.

PROCEDURES. OMB Booklet "Integrated Grant Administration (IGA) Program", dated January 14, 1972, describes the program and provides policy, guidelines and procedures for its implementation.

Agency implementing procedures should provide for the following:

(1) representatives shall be appointed to serve on interagency task forces as requested by the Federal Regional Councils;

(2) the Agency shall serve as lead agency when requested to do so by the Federal Regional Councils;

(3) technical assistance to applicants as well as to the Liaison Representatives to the FRC shall be provided when requested;

(4) assure that the Liaison Representatives to the FRC are notified of the agency representative in connection with a particular IGA project;

(5) establish any necessary administrative procedures, or modify any existing procedure, as needed to facilitate the processing of approved IGA applications, transferring of funds, and other related functions;

(6) provide for the waiver of agency administrative requirements where this will facilitate administrative processes under the IGA project.

T. M. Baldauf
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 29, 1973

PLANT AND OPERATIONS MEMORANDUM NO. 130, RESCISSION NOTICE

Integrated Grant Administration

Plant and Operations Memorandum No. 130 is hereby rescinded. This material is now contained in the Agriculture Grant and Agreement Regulations; Title 4 of the Administrative Regulations.

T. M. Baldauf
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 10, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 131

For Washington Distribution

The attached Blanket Purchase Agreement No. P&O-380-72 concerning mailing services within the Washington, D. C. area is for the use of all agencies. This office is in the process of negotiating a similar agreement with another local workshop.

Any questions concerning the provisions of this agreement should be directed to Paul J. McCloskey, 388-7527.

T. M. Baldauf
Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

MAR 30 1972

Mr. Martin S. Weiss
Workshop Director
Occupational and Training Center
405 Riggs Road, N. E.
Washington, D. C. 20011

Dear Mr. Weiss:

This will advise you of the intent of the U. S. Department of Agriculture to enter into an agreement with your workshop for various mailing services in the Washington, D. C. area. The procurement of these services shall be made in accordance with the following provisions of this Blanket Purchase Agreement No. P&O-380-72:

1. Orders may be issued by any ordering office of the Department of Agriculture. Telephone orders are acceptable but must be followed with a confirming written order. Each order will refer to the above blanket arrangement.

2. Each purchasing office will place orders directly with the workshop at your 405 Riggs Road, N. E., Washington, D. C. address. All orders either by telephone or written, should be directed to Mr. Julius Johnson or Mr. Martin Weiss. The telephone number is 529-0070. Each order shall designate the order number, pick up and delivery point, billing address and other information that may adequately describe the services required from the workshop.

3. The workshop shall submit invoices to the billing address stipulated above. The invoice shall cite the blanket agreement number, order number, and an itemization of the services with unit prices and totals.

4. Prices for the various mailing services shall be in accordance with the following:

Service		Cost
a. Inserting:	1 piece per envelope	$6.50 M
	Each additional piece, same envelope	1.00 M
b. Folding:	Single piece fold up to size 9"x12"	3.00 M
	Over 9"x12"	4.00 M
	Double fold up to 9"x12"	5.00 M
c. Hand Labeling:		
	Envelopes	5.00 M
	Copy (self-mailer) up to 9"x12"	5.00 M
	Copy (self-mailer) over 9"x12"	6.00 M
d. Cheshire Labeling:	Envelopes up to 9"x12"	4.50 M
	Envelopes over 9"x12"	5.00 M
	On copy up to 1/8" thick	4.50
	On copy over 1/8" thick	5.50
e. Sealing:		2.50 M
f. Collate and Staple:	2 sheets	6.00 M Signature
Collate:	Per 1,000 copies	2.00 M Sheets
Staple:	Per 1,000 books	4.00 M Books
g. Counting, wrapping and packaging (Includes cost of all packaging materials.)		3.00 Hour
h. Transportation (pick up)		6.00 Trip
i. Premium charges for 1 day turn around		10%
Premium charges for 3 day turn around		None

(Note: All materials are to be sorted and bagged in accordance with Post Office requirements which will be provided by the Office of Plant and Operations.).

No conditions of service other than as specified herein or as may be mutually agreed to for a specific order shall be applicable to purchases made under these arrangements. These arrangements are effective immediately and remain in effect until canceled by the Government or the workshop.

Please indicate your acceptance of the provisions of this agreement in the space provided below and return the original to this office.

Sincerely,

James L. Hamilton

James L. Hamilton
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

By: Martin A. Weiss Date: 4-3-72

Workshop Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 2, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 131, SUPPLEMENT 1

For Washington, D. C. Distribution

The attached Blanket Purchase Agreement No. P&O 390-72 concerning mailing services within the Washington, D. C. area is for the use of all agencies. This agreement is similar to P&O 380-72 issued under P&O Memorandum No. 131.

Any questions concerning the provisions of this agreement should be directed to Paul McCloskey, 388-7527.

William H. Roth
Acting Assistant Director
Contract and Supply Management Staff

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

APR 11 1972

Mr. Frank C. Studer
Printing Shop
Goodwill Industries, Davis Memorial
1218 New Hampshire Avenue, N. W.
Washington, D. C. 20036

Dear Mr. Studer:

This will advise you of the intent of the U. S. Department of Agriculture to enter into an agreement with your workshop for various mailing services in the Washington, D.C. area. The procurement of these services shall be made in accordance with the following provisions of this Blanket Purchase Agreement No. P&O 390-72:

1. Orders may be issued by any ordering office of the Department of Agriculture. Telephone orders are acceptable but must be followed with a confirming written order. Each order will refer to the above blanket arrangement.

2. Each purchasing office will place orders directly with the workshop at your 1218 New Hampshire Avenue, N. W., Washington, D. C. address. All orders either by telephone or written, should be directed to Miss Mozelle Cox or Mr. Stan Waller. The telephone number is 337-2770, ext. 34 or 35. Each order shall designate the order number, pick up and delivery point, billing address and other information that may adequately describe the services required from the workshop.

3. The workshop shall submit invoices to the billing address stipulated above. The invoice shall cite the blanket agreement number, order number, and an itemization of the services with unit prices and totals.

4. Prices for the various mailing services shall be in accordance with the following:

Service		Cost
a. Inserting:	1 piece per envelope	$5.00 M
	Each additional piece, same envelope	2.00 M
b. Folding:	Single piece fold up to size 9"x12"	4.00 M
	Over 9"x12"	4.50 M
	Double fold up to 9"x12"	4.75 M
c. Hand Labeling:		
	Envelopes	6.00 M
	Copy (self-mailer) up to 9"x12"	5.50 M
	Copy (self-mailer) over 9"x12"	5.50 M
d. Cheshire Labeling:	$9.75 Charge for set up	
	Envelopes up to 9"x12"	7.95 M
	Envelopes over 9"x12"	No bid
	On copy up to 1/8" thick	No bid
	On copy over 1/8" thick	No bid
e. Sealing:		2.50 M
5. Collate and Staple:	2 sheets	4.00 M Signature
Collate:	Per 1,000 copies	4.00 M Sheets
Staple:	Per 1,000 books	10.00 M Books
g. Counting, wrapping and packaging (Includes cost of all packaging materials.)		No bid
h. Transportation (pick up)		3.50 Trip
i. Premium charges for 1 day turn around		No charge
Premium charges for 3 day turn around		No charge

(Note: All materials are to be sorted and bagged in accordance with Post Office requirements which will be provided by the Office of Plant and Operations.).

No conditions of service other than as specified herein or as may be mutually agreed to for a specific order shall be applicable to purchases made under these arrangements. These arrangements are effective immediately and remain in effect until canceled by the Government or the workshop.

Please indicate your acceptance of the provisions of this agreement in the space provided below and return the original to this office.

Sincerely,

William H. Roth
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

By: _____ Date: April 24, 1972

R. Lane Lanning

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 22, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 131, SUPPLEMENT 2

For Washington, D.C. Distribution

The attached Blanket Purchase Agreement No. P&O-410-72 concerning mailing services within the Washington, D.C. area is for use of all agencies. This agreement is similar to P&O-380-72 and 390-72 issued under Plant and Operations Memorandum No. 131.

Any questions concerning the provisions of this agreement should be directed to Paul McCloskey, 388-7527.

William H. Roth
Acting Assistant Director
Contract and Supply Management Staff

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

MAY 10 1972

Mr. Howard Etterman
Executive Director
Fairfax Opportunities Unlimited
3987 University Drive
Fairfax, Virginia 22030

Dear Mr. Etterman:

This will advise you of the intent of the U. S. Department of Agriculture to enter into an agreement with your workshop for various mailing services in the Washington, D. C. area. The procurement of these services shall be made in accordance with the following provisions of this Blanket Purchase Agreement No. P&O 410-72:

1. Orders may be issued by any ordering office of the Department of Agriculture. Telephone orders are acceptable but must be followed with a confirming written order. Each order will refer to the above blanket arrangement.

2. Each purchasing office will place orders directly with the workshop at your 3987 University Drive, Fairfax, Virginia, address. All orders either by telephone or written, should be directed to Mr. Howard Etterman or Mr. Dilip Dalvi. The telephone number is 273-7777. Each order shall designate the order number, pick up and delivery point, billing address and other information that may adequately describe the services required from the workshop.

3. The workshop shall submit invoices to the billing address stipulated above. The invoice shall cite the blanket agreement number, order number, and an itemization of the services with unit prices and totals.

4. Prices for the various mailing services shall be in accordance with the following:

Service		Cost
a. Inserting:	1 piece per envelope	5.90 M
	Each additional piece, same envelope	1.10 M
b. Folding:	Single piece fold up to size 9"x12"	2.80 M
	Over 9"x12"	3.75 M
	Double fold up to 9"x12"	4.50 M
c. Hand Labeling:		
	Envelopes	4.80 M
	Copy (self-mailer) up to 9"x12"	4.80 M
	Copy (self-mailer) over 9"x12"	5.50 M
d. Cheshire Labeling:	Envelopes up to 9"x12"	5.50 M
	Envelopes over 9"x12"	6.00 M
	On copy up to 1/8" thick	5.50
	On copy over 1/8" thick	6.00
e. Sealing:	. . . . .	2.75 M
f. Collate and Staple:	2 sheets	5.75 M Signature
Collate:	Per 1,000 copies	2.50 M Sheets
Staple:	Per 1,000 books	3.75 M Books
g. Counting, wrapping and packaging (Includes cost of all packaging materials.)	. . . . .	4.00/Hour
h. Transportation (pick up)	. . . . .	5.00/Trip
i. Premium charges for 1 day turn around	. . . . .	5%
Premium charges for 3 day turn around	. . . . .	No Charge

(Note: All materials are to be sorted and bagged in accordance with Post Office requirements which will be provided by the Office of Plant and Operations.).

No conditions of service other than as specified herein or as may be mutually agreed to for a specific order shall be applicable to purchases made under these arrangements. These arrangements are effective immediately and remain in effect until canceled by the Government or the workshop.

Please indicate your acceptance of the provisions of this agreement in the space provided below and return the original to this office.

Sincerely,

William H. Roth
Acting Assistant Director
Contract and Supply Management Staff

ACCEPTED:

By: Howard Ettermon Date: May 11, 1972
Executive Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 19, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 132

It has been the practice of the National Oceanic and Atomspheric Administration (NOAA), Department of Commerce, to not bill other Government agencies for small infrequent orders.

Effective July 1, 1972, payment will be required for all navigational charts ordered from NOAA.

All orders must be accompanied by an executed Form 1081, by a remittance or a citation to a specific purchase authorization with the necessary billing information. The applicable Government price schedule is attached.

T. M. Baldauf
Director

Attachment

Enroute Alaska:	
Low Altitude (Set)	8.90
Low Altitude (Individual)	6.00
High Altitude (Individual)	6.00
Alaska Chart Supplement	15.15
Pacific Chart Supplement	6.35
<u>Instrument Approach Procedure Charts</u>	
Conterminous U.S. Subscriptions:	79.00
Renewal	47.00
Military Fields Conterminous U.S.:	18.50
Renewal	14.75
Alaska Subscriptions:	8.25
Renewal	6.25
Hawaii Subscriptions:	5.30
Renewal	4.35
Regional Subscriptions:	21.00
New: First Subscription	
Each Additional Subscription	15.50
Renewal	
First Subscription	14.75
Each Additional Subscription	10.75
<u>Standard Instrument Departure Charts (Bound Volume)</u>	
East of Mississippi River	3.80
West of Mississippi River	6.30
East and West (Set)	9.50
Alaska	5.65

Non Schedule Chart Prices

Government

Effective July 1, 1972

NAUTICAL CHARTS:

Conventional	$1.00
Conventional (Great Lakes)	1.17
Small Craft Folio	1.33
Small Craft Route	1.33
Small Craft Area	1.33
Bathymetric	1.33
Recreational Craft Charts - Great Lakes (Other than Chart #660)	2.17
Recreational Craft Charts - Great Lakes, #660	1.33

AERONAUTICAL CHARTS:

Visual Charts

Planning	1.00
Aircraft Position Charts	.40
Local	.40
Sectional (IACC)	.50
WAC (IACC)	.50
Terminal Area Charts	.40

Radio Facility Charts

Enroute Conterminous U.S.:

Low Altitude Conterminous U.S.	46.00
Low Altitude Eastern (Set)	34.00
Low Altitude Western (Set)	34.00
Low Altitude (Individual)	5.90
High Altitude (Set)	8.90
High Altitude (Individual)	6.00
Area	6.00
Area Navigation (Individual)	6.25
Area Navigation (Set)	9.60

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 18, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 134

Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments

Purpose

This memorandum sets forth requirements for implementing Office of Management and Budget Circular No. A-102, dated October 19, 1971 and Transmittal Memorandum No. 1, dated January 25, 1972. These documents are attached.

Applicability

Unless otherwise restricted or prohibited by law, the provisions of OMB Circular A-102 and this memorandum apply to all programs that provide financial assistance in the form of contracts, grants or cooperative agreements with state and local governments.

Background

OMB Circular A-102 is one product of a continuing attempt within the Federal Government to relieve state and local units of government of the burdens that result from unnecessarily diverse Administrative requirements of the various Federal Agencies.

The Interagency Task Force to Standardize Administrative Requirements has taken the multitude of varying and oftentimes conflicting requirements in the same subject matter and combined them into uniform, government-wide standards. So far, six areas have been standardized. They are Cash Depositories, Bonding and Insurance, Retention and Custodial Requirements for Records, Waiver of "Single" State Agency Requirements, Program Income and Matching Share. Additional areas will be included as standardization in those areas is accomplished.

Responsibility for the promulgation of these standards as well as responsibility for the promulgation of a uniform regulatory system governing the administrative aspects of grants and cooperative agreements has been assigned to this office by Secretary's Memorandum 1761, Supplement 1, of January 18, 1972. Accordingly, the government-wide standards of OMB Circular A-102 and department-wide standards, such as Negotiated Research Agreements with Educational Institutions, are to be incorporated into this regulatory system within the next year.

Effective Date. The provisions of this memorandum and OMB Circular A-102 are effective immediately.

Request for Exception

Paragraph 8 of OMB Circular A-102 allows the granting of exceptions in unusual cases. Requests for exception must be supported with adequate justification and should be submitted to the Office of Plant and Operations, for transmittal to the Office of Management and Budget.

T. M. Baldauf
Director

Attachment

ATTACHMENT A
Circular No. A-102

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

CASH DEPOSITORIES

1. Except for situations described in 2., 3., and 4., below, no grant program shall:

a. Require physical segregation of cash depositories for Federal grant funds which are provided to a State or local government.

b. Establish any eligiblity requirements for cash depositories, in which Federal grant funds are deposited by State or local governments.

2. A separate bank account may be used when payments under letter of credit are made on a "checks-paid" basis in accordance with agreements entered into by a grantee, the Federal Government, and the banking institutions involved.

3. Any moneys advanced to the State or local governments which are determined to be "public moneys" (owned by the Federal Government) must be deposited in a bank with FDIC insurance coverage and the balances exceeding the FDIC coverage must be collaterally secure, as provided for in 12 U.S.C. 265.

4. Consistent with the national goal of expanding the opportunities for minority business enterprises, State and local governments shall be encouraged to use minority banks.

ATTACHMENT B
Circular No. A-102

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

BONDING AND INSURANCE

1. Except for situations described in 2. and 3., below, Federal grantor agencies shall not impose bonding and insurance requirements, including fidelity bonds, over and above those normally required by the State or local units of government.

2. A State or local unit of government receiving a grant from the Federal Government which requires contracting for construction or facility improvement shall follow its own requirements relating to bid guarantees, performance bonds, and payment bonds except for contracts exceeding $100,000. For contracts exceeding $100,000, the minimum requirements shall be as follows:

a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

c. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

3. Where the Federal Government guarantees the payment of money borrowed by the grantee, the Federal grantor agency may, at its discretion, require adequate bonding and insurance if the bonding and insurance requirements of a State or local government are not deemed to be sufficient to protect adequately the interest of the Federal Government.

ATTACHMENT C
Circular No. A-102

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

RETENTION AND CUSTODIAL REQUIREMENTS FOR RECORDS

1. Federal grantor agencies shall not impose record retention requirements over and above those established by the State or local governments receiving Federal grants except that financial records, supporting documents, statistical records, and all other records pertinent to a grant program shall be retained for a period of three years, with the following qualifications:

a. The records shall be retained beyond the three-year period if audit findings have not been resolved.

b. Records for nonexpendable property which was acquired with Federal grant funds shall be retained for three years after its final disposition.

c. When grant records are transferred to or maintained by the Federal grantor agency, the three-year retention requirement is not applicable to the grantee.

2. The retention period starts from the date of the submission of the final expenditure report or, for grants which are renewed annually, from the date of the submission of the annual expenditure report.

3. State and local governments should be authorized, by the Federal grantor agency, if they so desire, to substitute microfilm copies in lieu of original records.

4. The Federal grantor agency shall request transfer of certain records to its custody from State and local governments when it determines that the records possess long-term retention value. However, in order to avoid duplicate record-keeping a Federal grantor agency may make arrangements with State and local governments to retain any records which are continuously needed for joint use.

5. The head of the Federal grantor agency and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the State and local governments and their subgrantees which are pertinent to a specific grant program for the purpose of making audit, examination, excerpts and transcripts.

6. Unless otherwise required by law, no Federal grantor agency will place restrictions on State and local governments which will limit public access to the State and local governments' records except when records must remain confidential for the following reasons:

a. Prevent a clearly unwarranted invasion of personal privacy.

b. Specifically required by Executive order or statute to be kept secret.

c. Commercial or financial information obtained from a person or a firm on a privileged or confidential basis.

d. Any other information which can be exploited for the purpose of personal gains.

ATTACHMENT D
Circular No. A-102

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

WAIVER OF "SINGLE" STATE AGENCY REQUIREMENTS

1. Requests to Federal grantor agencies from the Governors, or other duly constituted State authorities, for waiver of the "single" State agency requirements in accordance with section 204 of the Intergovernmental Cooperation Act of 1968 should be given expeditious handling and, whenever possible, an affirmative response should be made to such requests.

2. When it is necessary to refuse a request for waiver of the "single" State agency requirements under section 204, the Federal grantor agency handling such request will so advise the Office of Management and Budget prior to informing the State that the request cannot be granted. Such advice should indicate the reasons for the denial of the request.

3. Future legislative proposals embracing grant-in-aid programs should avoid inclusion of proposals for "single" State agencies in the absence of compelling reasons to do otherwise. In addition, existing "single" State agency requirements in present grant-in-aid programs should be reviewed and legislative proposals should be developed for the removal of these restrictive provisions.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

PROGRAM INCOME

1. Federal grantor agencies shall apply the standards set forth in this Attachment in requiring State and local government grantees to account for program income related to projects financed in whole or in part with Federal grant funds. For the purpose of this Attachment, program income means gross income earned by the grant-supported activities.

2. In accordance with Section 203 of the Intergovernmental Cooperation Act of 1968 (Public Law 90-577), the States and any agency or instrumentality of a State shall not be held accountable for interest earned on grant-in-aid funds, pending their disbursement for program purposes.

3. Units of local government shall be required to return to the Federal Government interest earned on advances of grant-in-aid funds in accordance with a decision of the Comptroller General of the United States (42 Comp. Gen. 289).

4. Proceeds from the sale of real and personal property, either provided by the Federal Government or purchased in whole or in part with Federal funds, shall be handled in accordance with the Attachment to this Circular pertaining to Property Management, to be issued at a later date.

5. Royalties received from copyrights and patents during the grant period shall be retained by the grantee and, in accordance with the grant agreement, be either added to the funds already committed to the program or deducted from total project costs for the purpose of determining the net costs on which the Federal share of costs will be based. After termination or completion of the grant, the Federal share of

royalties in excess of $200 received annually shall be returned to the Federal grantor agency in the absence of other specific agreements between the grantor agency and the grantee. The Federal share of royalties shall be computed on the same ratio basis as the Federal share of the total project cost.

6. All other program income earned during the grant period shall be retained by the grantee and, in accordance with the grant agreement, shall be:

a. Added to funds committed to the project by the grantor and grantee and be used to further eligible program objectives, or

b. Deducted from the total project costs for the purpose of determining the net costs on which the Federal share of costs will be based.

7. Federal grantor agencies shall require the grantees to record the receipt and expenditure of revenues (such as taxes, special assessments, levies, fines, etc.) as a part of grant project transactions when such revenues are specifically earmarked for a grant project in accordance with grant agreements.

ATTACHMENT F
Circular No. A-102

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

MATCHING SHARE

1. This Attachment sets forth criteria and procedures for the allowability and evaluation of cash and in-kind contributions made by State and local governments in satisfying matching share requirements of Federal grants.

2. The following definitions apply for the purpose of this Attachment:

a. Project costs. Project costs are all necessary charges made by a grantee in accomplishing the objectives of a grant during the grant period. For matching share purposes, project costs are limited to the allowable types of costs as set forth in Office of Management and Budget Circular No. A-87.

b. Matching share. In general, matching share represents that portion of project costs not borne by the Federal Government. Usually, a minimum percentage for matching share is prescribed by program legislation, and matching share requirements are included in the grant agreements.

c. Cash contributions. Cash contributions represent the grantee's cash outlay, including the outlay of money contributed to the grantee by other public agencies and institutions, and private organizations and individuals. When authorized by Federal legislation, Federal funds received from other grants may be considered as grantee's cash contributions.

d. In-kind contributions. In-kind contributions represent the value of noncash contributions provided by (1) the grantee, (2) other public agencies and institutions, and (3) private organizations and individuals. In-kind contributions may consist of charges for real property and equipment, and value of goods and services directly benefiting and

specifically identifiable to the grant program. When authorized by Federal legislation, property purchased with Federal funds may be considered as grantee's in-kind contributions.

3. General guidelines for computing matching share are as follows:

a. Matching share may consist of:

(1) Charges incurred by the grantee as project costs. Not all charges require cash outlays during the grant period by the grantee; examples are depreciation and use charges for buildings and equipment.

(2) Project costs financed with cash contributed or donated to the grantee by other public agencies and institutions, and private organizations and individuals.

(3) Project costs represented by services and real or personal property, or use thereof, donated by other public agencies and institutions, and private organizations and individuals.

b. All in-kind contributions shall be accepted as part of the grantee's matching share when such contributions meet the following criteria:

(1) Are identifiable from the grantee's records;

(2) Are not included as contributions for any other federally-assisted program;

(3) Are necessary and reasonable for proper and efficient accomplishment of project objectives; and

(4) Conform to other provisions of this Attachment.

4. Specific procedures for the grantees in placing the value on in-kind contributions from private organizations and individuals are set forth below:

a. Valuation of volunteer services. Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved program.

(1) Rates for volunteer services. Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the State or local government. In cases where the kinds of skills required for the federally-assisted activities are not found in the other activities of the grantee, rates used should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved.

(2) Volunteers employed by other organizations. When an employer other than the grantee furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead cost) provided these services are in the same skill for which the employee is normally paid.

b. Valuation of materials. Contributed materials include office supplies, maintenance supplies or workshop and classroom supplies. Prices assessed to donated materials included in the matching share should be reasonable and should not exceed the cost of the materials to the donor or current market prices, whichever is less, at the time they are charged to the project.

c. Valuation of donated equipment, buildings and land or use of space.

(1) The method used for charging matching share for donated equipment, buildings, and land may differ depending upon the purpose of the grant as follows:

(a) If the purpose of the grant is to furnish equipment, buildings, or land to the grantee or otherwise provide a facility, the total value of the donated property may be claimed as a matching share.

(b) If the purpose of the grant is to support activities that require the use of equipment, buildings or land on a temporary or part-time basis, depreciation or use charges for equipment and buildings may be made; and fair rental charges for land may be made provided that the grantor agency has approved the charges.

(2) The value of donated property will be determined as follows:

(a) Equipment and buildings. The value of donated equipment or buildings should be based on the donor's cost less depreciation or the current market prices of similar property, whichever is less.

(b) Land or use of space. The value of donated land or its usage charge should be established by an independent appraiser (i.e., private realty firm or GSA representatives) and certified by the responsible official of the grantee.

d. Valuation of other charges. Other necessary charges incurred specifically for and in direct benefit to the grant program in behalf of the grantee may be accepted as matching share provided that they are adequately supported and permissible under the law. Such charges must be reasonable and properly justifiable.

5. The following requirements pertain to the grantee's supporting records for in-kind contribution from private organizations and individuals:

a. The number of hours of volunteer services must be supported by the same methods used by the grantee for its employees.

b. The basis for determining the charges for personal services, material, equipment, buildings, and land must be documented.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

October 19, 1971 CIRCULAR NO. A-102

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Uniform administrative requirements for grants-in-aid to State and local governments

1. Purpose. This Circular promulgates Attachments A, B, C, and D containing standards for establishing consistency and uniformity among Federal agencies in the administration of grants to State and local governments. Also included in the Circular are standards to insure the consistent implementation of sections 202, 203, and 204 of the Intergovernmental Cooperation Act of 1968 (82 Stat. 1101).

2. Rescission. This Circular rescinds and supersedes Office of Management and Budget Circular A-96 dated August 29, 1969.

3. Background. By a memorandum of March 27, 1969, to the Office of Management and Budget and to ten Federal agencies engaged in domestic grant-in-aid programs, the President ordered a three-year effort to simplify, standardize, decentralize and otherwise modernize the Federal grant machinery. The standards included in the attachments to this Circular will replace the multitude of varying and oftentimes conflicting requirements in the same subject matter which have been burdensome to the State and local governments. (Additional attachments will be issued as standardization in other areas is developed.) Inherent in this standardization process is the concept of placing greater reliance on State and local governments. In addition, the Intergovernmental Cooperation Act of 1968 was passed, in part, for the purposes of: (a) achieving the fullest cooperation and coordination of activities among levels of Government; (b) improving the administration of grants-in-aid to the States; and (c) establishing coordinated intergovernmental policy and administration of Federal assistance programs. This Act provided certain basic policies pertaining to administrative requirements to be

imposed upon the States as a condition to receiving Federal grants. The implementing instructions of these policies were initially issued in Circular A-96. These instructions are modified herein in the interest of achieving further consistency in implementing that Act.

4. Applicable provisions of the Intergovernmental Cooperation Act of 1968. Federal agencies shall continue to follow the provisions of the Act, quoted below:

"DEPOSIT OF GRANTS-IN-AID

"Sec. 202. No grant-in-aid to a State shall be required by Federal law or administrative regulation to be deposited in a separate bank account apart from other funds administered by the State. All Federal grant-in-aid funds made available to the States shall be properly accounted for as Federal funds in the accounts of the State. In each case the State agency concerned shall render regular authenticated reports to the appropriate Federal agency covering the status and the application of the funds, the liabilities and obligations on hand, and such other facts as may be required by said Federal agency. The head of the Federal agency and the Comptroller General of the United States or any of their duly authorized representatives shall have access for the purpose of audit and examination to any books, documents, papers, and records that are pertinent to the grant-in-aid received by the States.

"SCHEDULING OF FEDERAL TRANSFERS TO THE STATES

"Sec. 203. Heads of Federal departments and agencies responsible for administering grant-in-aid programs shall schedule the transfer of grant-in-aid funds consistent with program purposes and applicable Treasury regulations, so as to minimize the time elapsing between the transfer of such funds from the United States Treasury and the disbursement thereof by a State, whether such disbursement occurs prior to or subsequent to such transfer of funds, or subsequent to such transfer of funds. /Sic/ States shall not be held accountable for interest earned on grant-in-aid funds, pending their disbursement for program purposes."

"ELIGIBLE STATE AGENCY

"Sec. 204. Notwithstanding any other Federal law which provides that a single State agency or multimember board or commission must be established or designated to administer or supervise the administration of any grant-in-aid program, the head of any Federal department or agency administering such program may, upon request of the Governor or other appropriate executive or legislative authority of the State responsible for determining or revising the organizational structure of State government, waive the single State agency or multimember board or commission provision upon adequate showing that such provision prevents the establishment of the most effective and efficient organizational arrangements within the State government and approve other State administrative structure or arrangements: Provided, That the head of the Federal department or agency determines that the objectives of the Federal statute authorizing the grant-in-aid program will not be endangered by the use of such other State structure or arrangements."

Some of the above provisions require implementing instructions and they are provided in several of the attachments to this Circular which deal with the specific subject matter.

5. Definitions. For the purposes of this Circular:

a. The term "grant" or "grant-in-aid" means money, or property provided in lieu of money, paid or furnished by the Federal Government to a State or local government under programs that provide financial assistance through grant or contractual arrangements. It does not include technical assistance programs or other assistance in the form of revenue sharing, loans, loan guarantees, or insurance.

b. The term "State" means any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of State institutions of higher education and hospitals.

c. The term "local government" means a local unit of government including specifically a county, municipality, city, town, township, local public authority, special district, intrastate district, council of governments, sponsor group representative organization, and other regional or interstate government entity, or any agency or instrumentality of a local government exclusive of institutions of higher education, hospitals, and school districts.

6. Coverage. The standards promulgated by this Circular are applicable to all Federal agencies responsible for administering programs that involve grants to State and local governments. However, agencies are encouraged to apply the standards to loan and loan guarantee programs to the extent practicable.

7. Other statutory provisions. Where the enabling legislation for a specific grant program prescribes policies or requirements that differ from the standards provided herein, the provisions of the enabling legislation shall govern.

8. Requests for exceptions. The Office of Management and Budget may grant exceptions from the requirements of this Circular when permissible under existing laws. However, in the interest of keeping uniformity to the maximum extent, deviations from the requirements of this Circular will be permitted only in exceptional cases. The head of each Federal agency responsible for administering programs that involve grants to State and local governments will designate an official to serve as the agency representative on matters relating to the implementation of this Circular. The name of the agency representative should be sent to the Office of Management and Budget within thirty days after the receipt of this Circular.

9. Effective date. The standards in the attachments to this Circular will be applied as soon as practicable but not later than July 1, 1972.

GEORGE P. SHULTZ
DIRECTOR

Attachments

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

January 25, 1972

CIRCULAR NO. A-102
Transmittal Memorandum No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Uniform administrative requirements for grants-in-aid to State and local governments

This Transmittal Memorandum No. 1 promulgates Attachments E and F of Circular No. A-102. They extend simplification and standardization of administrative requirements to additional areas in keeping with the objectives of the Federal Assistance Review Program to streamline the administration of grants to State and local governments.

GEORGE P. SHULTZ
DIRECTOR

Attachments

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 10, 1972

PLANT AND OPERATIONS MEMORANDUM NO. 134, SUPPLEMENT NO. 1

Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments

Purpose

This supplement transmits Attachments G through O to OMB Circular A-102. These attachments provide additional standards for establishing consistency and uniformity in the administration of programs providing financial assistance through contracts, grants or cooperative agreements with State and local governments.

Agency Action

The standards of Circular A-102 shall be applied to Agency programs as soon as practicable but in no event later than January 1, 1973. Agency supplementary instructions shall comply with paragraph 5 of Attachment H and paragraph 3 of Attachment M to the Circular. Instructions requiring OMB clearance shall be submitted through this office. Clearance of any agency report forms shall be in accordance with 1 AR 185.

Prescribed Forms

The forms for financial reporting and applications prescribed in Circular A-102 will, as of January 1, 1973, supersede existing forms being used for similar purposes. These forms will be available from the Central Supply Section, Service Operations Division, Office of Plant and Operations, by December 1, 1972.

Questions

Questions concerning the supplement should be directed to the Contract and Supply Management Staff on Area Code (202) 447-7527.

T. M. Baldauf
Director

Attachments

DIRECTIVES 6

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

September 8, 1972

CIRCULAR NO. A-102
Transmittal Memorandum No. 2

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Uniform administrative requirements for grants-in-aid to State and local governments

This Transmittal Memorandum promulgates Attachments G through O containing additional standards for establishing consistency and uniformity among Federal agencies in the administration of grants to State and local governments. These standards will be applied as soon as practicable but no later than January 1, 1973.

These standards will continue to be reviewed and, after sufficient experience has been gained, they will be updated and modified as deemed necessary.

CASPAR W. WEINBERGER
DIRECTOR

Attachments

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

STANDARDS FOR GRANTEE FINANCIAL MANAGEMENT SYSTEMS

1. This Attachment prescribes standards for financial management systems of grant-supported activities of State and local governments. Federal grantor agencies shall not impose additional standards on grantees unless specifically provided for in other Attachments to this Circular. However, grantor agencies are encouraged to make suggestions and assist the grantees in establishing or improving financial management systems when such assistance is needed or requested.

2. Grantee financial management systems shall provide for:

a. Accurate, current, and complete disclosure of the financial results of each grant program in accordance with Federal reporting requirements. When a Federal grantor agency requires reporting on an accrual basis and the grantee's accounting records are not kept on that basis, the grantee should develop such information through an analysis of the documentation on hand or on the basis of best estimates.

b. Records which identify adequately the source and application of funds for grant-supported activities. These records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.

c. Effective control over and accountability for all funds, property, and other assets. Grantees shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.

d. Comparison of actual with budgeted amounts for each grant. Also, relation of financial information with performance or productivity data, including the production of unit cost information whenever appropriate and required by the grantor agency.

e. Procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement by the grantee, whenever funds are advanced by the Federal Govern-

ment. When advances are made by a letter-of-credit method, the grantee shall make drawdowns from the U.S. Treasury through his commercial bank as close as possible to the time of making the disbursements.

f. Procedures for determining the allowability and allocability of costs in accordance with the provisions of Office of Management and Budget Circular No. A-87.

g. Accounting records which are supported by source documentation.

h. Audits to be made by the grantee or at his direction to determine, at a minimum, the fiscal integrity of financial transactions and reports, and the compliance with laws, regulations, and administrative requirements. The grantee will schedule such audits with reasonable frequency, usually annually, but not less frequently than once every two years, considering the nature, size, and complexity of the activity.

i. A systematic method to assure timely and appropriate resolution of audit findings and recommendations.

3. Grantees shall require subgrantees (recipients of grants which are passed through by the grantee) to adopt all of the standards in paragraph 2 above.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

FINANCIAL REPORTING REQUIREMENTS

1. This Attachment prescribes requirements for grantees to report financial information to grantor agencies and to request advances and reimbursement when a letter-of-credit method is not used, and promulgates standard forms incident thereto.

2. The following definitions apply for the purposes of this Attachment:

a. Accrued expenditures. Accrued expenditures are the charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, subgrantees, and other payees; and (3) amounts becoming owed under programs for which no current services or performance are required.

b. Accrued income. Accrued income is the earnings during a given period which is a source of funds resulting from (1) services performed by the grantee, (2) goods and other tangible property delivered to purchasers, and (3) amounts becoming owed to the grantee for which no current services or performance are required by the grantee.

c. Disbursements. Disbursements are payments in cash or by check.

d. Federal funds authorized. Funds authorized represent the total amount of the Federal funds authorized for obligations and establish the ceilings for obligation of Federal funds. This amount may include any authorized carryover of unobligated funds from prior fiscal years.

e. In-kind contributions. In-kind contributions represent the value of noncash contributions provided by (1) the grantee, (2) other public agencies and institutions, and (3) private organizations and individuals. In-kind contributions may consist of charges for real property and equipment, and value of goods and services directly benefiting and specifically identifiable to the grant program. When authorized by Federal legislation,

property purchased with Federal funds may be considered as grantee's in-kind contributions.

f. Obligations. Obligations are the amounts of orders placed, contracts and grants awarded, services received, and similar transactions during a given period, which will require payment during the same or a future period.

g. Outlays. Outlays represent charges made to the grant project or program. Outlays can be reported on a cash or accrued expenditure basis.

h. Program income. Program income represents earnings by the grantee realized from the grant-supported activities. Such earnings exclude interest income and may include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees, sale of assets purchased with grant funds, and royalties on patents and copyrights. Program income can be reported on a cash or accrued income basis.

i. Unobligated balance. The unobligated balance is the portion of the funds authorized by the Federal agency which has not been obligated by the grantee and is determined by deducting the cumulative obligations from the funds authorized.

j. Unpaid obligations. Unpaid obligations represent the amount of obligations incurred by the grantee which have not been paid.

3. Only the following forms will be authorized for obtaining financial information from State and local governments for grants-in-aid programs.

a. Financial Status Report (Exhibit 1)

(1) Each Federal grantor agency shall require grantees to use the standard Financial Status Report to report the status of funds for all nonconstruction grant programs. The grantor agencies may, however, have the option of not requiring the Financial Status Report when the Request for Advance or Reimbursement (paragraph 4a) is determined to provide adequate information to meet their needs, except that a final Financial Status Report shall be required at the completion of the grant when the Request for Advance or Reimbursement form is used only for advances.

(2) The grantor agency shall prescribe whether the report shall be on a cash or accrual basis. If the grantor agency

requires accrual information and the grantee's accounting records are not normally kept on the accrual basis, the grantee should develop such information through an analysis of the documentation on hand or on the basis of best estimates.

(3) The grantor agency shall determine the frequency of the Financial Status Report for each grant program considering the size and complexity of the particular program. However, the report shall not be required more frequently than quarterly or less frequently than annually. Also, a final report shall be required at the completion of the grant.

(4) The original and two copies of the Financial Status Report shall be submitted 30 days after the end of each specified reporting period. In addition, final reports shall be submitted 90 days after the end of the grant period or the completion of the project or program. Extensions to reporting due dates may be granted when requested by the grantee.

b. Report of Federal Cash Transactions (Exhibit 2)

(1) When funds are advanced to grantees through letters of credit or with Treasury checks, the Federal grantor agencies shall require each grantee to submit a Report of Federal Cash Transactions. The Federal grantor agency shall use this report to monitor cash advanced to grantees and to obtain disbursement or outlay information for each grant or project from the grantees.

(2) Grantor agencies may require forecasts of Federal cash requirements in the Remarks section of the report.

(3) When practical and deemed necessary, the grantor agencies may require grantees to report in the Remarks section the amount of cash in excess of three days' requirements in the hands of subgrantees or other secondary recipients and to provide short narrative explanations of actions taken by the grantees to reduce the excess balances.

(4) Grantor agencies may accept the identical information from the grantees in a machine-usable format in lieu of the Report of Federal Cash Transactions.

(5) Grantees shall be required to submit the original and two copies of the Report of Federal Cash Transactions no later than 15 working days following the end of each quarter. For those grantees receiving annual grants totalling one million

dollars or more, the Federal grantor agencies may require a monthly report.

(6) Grantor agencies may waive the requirement for submission of the Report of Federal Cash Transactions when monthly advances do not exceed $10,000 per grantee provided that such advances are monitored through other forms contained in this Attachment or the grantee's accounting controls are adequate to minimize excessive Federal advances.

4. Except as noted below, only the following forms will be authorized for the grantees in requesting advances and reimbursements.

a. Request for Advance or Reimbursement (Exhibit 3)

(1) Each grantor agency shall adopt the Request for Advance or Reimbursement as the standard form for all nonconstruction grant programs when letters of credit or predetermined automatic advance methods are not used. Agencies, however, have the option of using this form for construction programs in lieu of the Outlay Report and Request for Reimbursement for Construction Programs (paragraph 4b).

(2) Grantees shall be authorized to submit requests for advances or reimbursement at least monthly when letters of credit are not used. Grantees shall submit the original and two copies of the Request for Advance or Reimbursement.

b. Outlay Report and Request for Reimbursement for Construction Programs (Exhibit 4)

(1) Each grantor agency shall adopt the Outlay Report and Request for Reimbursement for Construction Programs as the standard format to be used for requesting reimbursement for construction programs. The grantor agencies may, however, have the option of substituting the Request for Advance or Reimbursement (paragraph 4a) in lieu of this form when the grantor agencies determine that the former provides adequate information to meet their needs.

(2) Grantees shall be authorized to submit requests for reimbursement at least monthly when letters of credit are not used. Grantees shall submit the original and two copies of the Outlay Report and Request for Reimbursement for Construction Programs.

5. When the grantor agencies need additional information in using these forms, the following shall be observed:

a. When necessary to comply with legislative requirements, grantor agencies shall issue instructions to require grantees to submit such information under the Remarks section of the reports.

b. When necessary to meet specific program needs, grantor agencies shall submit the proposed reporting requirements to the Office of Management and Budget for approval under the exception provision of this Circular.

c. The grantor agency, in obtaining information as in paragraphs a and b above, must also comply with report clearance requirements of the Office of Management and Budget Circular No. A-40, as revised.

6. Federal grantor agencies are authorized to reproduce these forms. The forms for reproduction purposes can be obtained from the Office of Management and Budget and are available both in letter size and legal size; the larger size provides more space where large dollar amounts are involved.

OMB NO. 80-R0180

FINANCIAL STATUS REPORT

1. Federal Agency and Organizational Element

2. Federal Grant No. or Other Identifying No.

3. Name and Address of Grantee Organization

4. Employer Identification No.

5. Grantee Account No. or Identifying No.

6. Final Report
- [ ] Yes
- [ ] No

7. Basis of Report
- [ ] Cash
- [ ] Accrued Expenditures

8. Project Period (Month, Day, Year)
FROM | TO

9. Report Period (Month, Day, Year)
FROM | TO

10. STATUS OF FUNDS

	PROGRAMS — FUNCTIONS — ACTIVITIES						
	(1)	(2)	(3)	(4)	(5)	(6)	TOTAL
a. Total outlays previously reported							
b. Total program outlays this period							
c. Less: Program income credits							
d. Net program outlays this period							
e. Total program outlays to date							
f. Less: Non-Federal share of program outlays							
g. Total Federal share of program outlays							
h. Total unpaid obligations							
i. Less: Non-Federal share of unpaid obligations							
j. Federal share of unpaid obligations							
k. Total Federal share of outlays and unpaid obligations							
l. Total Federal funds authorized							
m. Unobligated balance of Federal funds							

11. Indirect Expense: a. Type of rate (Mark box)
- [ ] Provisional
- [ ] Final
- [ ] Predetermined
- [ ] Fixed

b. Rate

c. Base

d. Total amount

e. Federal share

12. REMARKS (Attach additional sheets if necessary)

13. CERTIFICATION — I certify that to the best of my knowledge and belief this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Name | Title | TELEPHONE (Area Code, Number, Ext.)

Signature of Authorized Official | Date Report Is Submitted

EXHIBIT H-1
Circular No. A-102

INSTRUCTIONS FOR PREPARING THE FINANCIAL STATUS REPORT

Item 1 – Enter the name of the Federal grantor agency and organizational element to which this report is submitted.

Item 2 – Enter the grant number or other identifying number assigned by the Federal grantor agency.

Item 3 – Enter the name and complete mailing address, including the ZIP code for the grantee organization.

Item 4 – Enter the employer identification number assigned by the U.S. Internal Revenue Service.

Item 5 – This space is reserved for an account number or other identifying numbers which may be assigned by the grantee.

Items 6 and 7 – Mark the appropriate boxes.

Item 8 – Enter the month, day, and year of the beginning and ending of this project period. For formula grants which are not awarded on a project basis, show the grant period.

Item 9 – Enter the month, day, and year of the beginning and ending dates of the period for which this report is prepared. The frequency of the report will be established by the Federal grantor agency.

PLEASE READ BEFORE COMPLETING ITEM 10 – The purpose of vertical Columns (1) through (6) is to provide financial data for each program, function, and activity in the budget as approved by the Federal grantor agency. If additional columns are needed, use as many additional forms as needed and mark *"continuation"* on each form; however, the summary totals of all programs, functions or activities should be shown in the *"total"* Column of the first page.

For grants pertaining to a single Federal grant program (catalog number) or several grant programs which do not require a functional or activity classification, enter under Columns (1) through (6) the title of the program(s). For grants pertaining to multiple programs where one or more programs require a further breakdown by function or activity, use a separate form for each program showing the applicable functions or activities in separate columns. For grants containing several functions or activities which are funded from several programs, prepare a separate form for each activity or function when requested by the Federal grantor agency.

Item 10 – STATUS OF FUNDS

Line a. Enter the total outlays reported on Line 10e of the last report. Show zero, if this is the initial report.

Line b. Enter the total gross program outlays for this report period, including disbursements of cash realized as program income. For reports which are prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and subgrantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase (or decrease) in the amounts owed by the grantee for goods and other property received and for services performed by employees, contractors, subgrantees, and other payees.

Line c. Enter the amount of all program income realized in this period which is to be used in the project or program in accordance with the terms of the grant. For reports prepared on a cash basis, enter the amount of cash income received during the reporting period. For reports prepared on an accrual basis, enter the amount of the net increase (or decrease) in the amount of accrued income since the beginning of the report period.

Line d. This amount should be the difference between amounts shown on Lines b and c.

Line e. Enter the sum of amounts shown on Lines a and d above.

Line f. Enter the amount pertaining to the non-Federal share of program outlays included in the amount on Line e.

Line g. Enter the Federal share of program outlays. The amount should be the difference between Lines e and f.

Line h. When the report is prepared on a cash basis, enter the total amount of unpaid obligations for this project or program including unpaid obligations to subgrantees. If the report is prepared on an accrued expenditure basis, enter the amount of undelivered orders and other outstanding obligations. Do *not* include any amounts that have been included on Lines a through g. On the final report, Line h should have a zero balance.

Line i. Enter the non-Federal share of unpaid obligations shown on Line h.

Line j. Enter the Federal share of unpaid obligations shown on Line h. The amount shown on this line should be the difference between the amounts on Lines h and i.

Line k. Enter the sum of the amounts shown on Lines g and j. If the report is final, the report should not contain any unpaid obligations.

Item l – Enter the total cumulative amount of Federal funds authorized.

Line m. Enter the unobligated balance of Federal funds. This amount should be the difference between Lines k and l.

Item 11 – INDIRECT EXPENSE

a. Type of rate – Mark the appropriate box.

b. Rate – Enter the rate in effect during the reporting period.

c. Base – Enter the amount of the base to which the rate was applied.

d. Total Amount – Enter the total amount of indirect cost charged during the report period.

e. Federal Share – Enter the amount of the Federal share charged during the report period.

If more than one rate was applied during the project period, include a separate schedule which shows the bases against which the indirect cost rates were applied, the respective indirect rates, the month, day, and year the indirect rates were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date. (See Office of Management and Budget Circular No. A-87 which contains principles for determining allowable costs of grants and contracts with State and local governments.)

Item 12 – Space is provided for any explanation deemed necessary by the grantee or for the provision of information required by the Federal grantor agencies in compliance with the governing legislation

Item 13 – Complete the certification before submitting this report.

OMB NO. 80-R0182

EXHIBIT H-2
Circular No. A-102

REPORT OF FEDERAL CASH TRANSACTIONS

1. Federal Agency and Organizational Element

2. Name of Grantee Organization

STREET NO. AND NAME

CITY STATE ZIP CODE

3. Federal Employer Identification No.

4. Federal Grant No. or Other Identifying No.

5. Grantee's Account No. or Identifying No.

6. Letter of Credit No.

7. Last Payment Voucher No.

8. Number of Payment Vouchers

9. No. of Treasury Checks Received

10. Report Period (Month, Day, Year)
FROM TO

11. STATUS OF FEDERAL CASH

a. Cash on hand beginning of period	$
b. Letter of credit withdrawals	$
c. Treasury check payments	$
d. Total receipts (Sum of Lines b and c)	$
e. Total cash available (Sum of Lines a and d)	$
f. Gross disbursements	$
g. Federal share of program income	$
h. Net disbursements (Line f minus Line g)	$
i. Adjustments of prior periods	$
j. Cash on hand end of period	$

12. The amount in item 11j represents cash requirements for the ensuing days.

13. OTHER INFORMATION

a. Interest income	$
b. Advances to subgrantees	$

14. REMARKS (Attach additional sheets if necessary)

15. CERTIFICATION — I certify that to the best of my knowledge and belief this report is true in all respects and that all disbursements have been made for the purposes and conditions of the grant.

Name	Title	TELEPHONE		
		Area Code	Number	Ext.
Signature of Authorized Official		Date Report Is Submitted		

FOR AGENCY USE ONLY

INSTRUCTIONS FOR PREPARING PAGE 1 OF THE REPORT OF FEDERAL CASH TRANSACTIONS

Item 1 — Enter the name of the Federal grantor agency and organizational element to which this report is submitted.

Item 2 — Enter the name and complete mailing address including the ZIP Code for the grantee organization.

Item 3 — Enter the employer identification number assigned by the U. S. Internal Revenue Service.

Item 4 — Enter the Federal grant number or other identifying numbers requested by the grantor agency. If this report covers more than one grant, leave this space blank and provide the information on page 2 of this report.

Item 5 — This space is reserved for an account number or other identifying number which may be assigned by the grantee.

Item 6 — Enter the letter of credit number which applies to this report. If all advances were made by Treasury check, enter "NA" for not applicable and leave Items 7 and 8 blank.

Item 7 — Enter the voucher number of the last letter of credit payment voucher (Form TUS 5401) which was credited to your account.

Item 8 — Enter the total number of letter of credit payment vouchers which were credited to your account during the reporting period.

Item 9 — Enter the total number of Treasury checks received during the reporting period, whether or not deposited.

Item 10 — Enter the month, day, and year of the beginning and ending dates of the period covered by this report.

Item 11 — STATUS OF FEDERAL CASH

Line a. Enter the total amount of Federal cash on hand at the beginning of the reporting period including all of the Federal funds on deposit, imprest funds, and undeposited Treasury checks.

Line b. Enter the total amount of all Federal funds received through payment vouchers (Form TUS 5401) which were credited to your account during the reporting period.

Line c. Enter the total amount of all Federal funds received during the reporting period through Treasury checks, whether or not deposited.

Line d. Enter the sum of Lines b and c.

Line e. Enter the sum of Lines a and d.

Line f. Enter the total Federal cash disbursements or payments made during the reporting period including disbursements of cash received as program income. Disburse ments as used here also include the amount of advance and payments less refunds to subgrantees or contractor and the amount to which the grantee is entitled for in direct costs and usage charges for buildings and equip ment.

Line g. Enter the Federal share of program income re ceived during the reporting period. Enter only th amount of program income which was required to b used on the project or program by the terms of the grant

Line h. Enter the net disbursements. This amount is th difference between the amount shown on Line f minu the amount on Line g.

Line i. Enter the amount of all adjustments pertaining t prior periods affecting the ending balance which have no been included in any lines above. Identify each grant fo which an adjustment was made, and enter an explanatio for each adjustment in the "Remarks" space provided.

Line j. Enter the total amount of Federal cash on hand a the end of the reporting period. This amount should in clude all funds on deposit, imprest funds, and unde posited funds (Line e less Line h plus or minus Line i).

Item 12 — Enter the estimated number of days until the cash on hand, shown on Line 11j, will be expended. If more than three days cash requirements are on hand, provide an explanation in the "Remarks" space as to why the drawdown was made prematurely, or other reasons for the excess cash. The requirement for the explanation does not apply to prescheduled or automatic advances.

Item 13 — OTHER INFORMATION

Line a. Enter the amount of interest earned on advance of Federal funds but not remitted to the grantor agency If this includes any amount earned and not remitted t the grantor agency for over 60 days, explain in the "Re marks" space. (States and State agencies do not need t complete this line.)

Line b. Enter the amount of advances to subgrantees o other secondary recipients included in Line 11h.

Item 14 — In addition to providing explanations as require above, this space is provided for additional explanatio deemed necessary by the grantee and for the informatio required by the Federal grantor agencies in compliance wit the governing legislation.

Item 15 — Complete the certification before submitting thi report.

OMB NO. 80-R0182

REPORT OF FEDERAL CASH TRANSACTIONS		1. Federal Agency and Organizational Element	
2. Name of Grantee Organization		3. Report Period (Month, Day, Year) FROM	TO
4. Federal Grant No. or Other Identifying No.	5. Grantee's Account No. or Identifying No.	6. Federal Share of Net Disbursements	
		a. For the Period	b. Cumulative
7. TOTALS			

INSTRUCTIONS FOR PREPARING PAGE 2 OF THE REPORT OF FEDERAL CASH TRANSACTIONS

Use this page *only* when the Report of Federal Cash Transactions covers more than one grant.

Item 1 – Enter the name of the Federal grantor agency and organizational element to which this report is submitted.

Item 2 – Enter only the name of the grantee as shown on Item 2 of page 1.

Item 3 – Enter the reporting period covered by this report as shown in Item 10 of page 1.

Item 4 – Enter the Federal grant number for each grant listed. Provide a subdivision by other identifying numbers if required by the Federal grantor agency.

Item 5 – Space is reserved for the grantee to show its account or other identification numbers.

Item 6a – Show the net disbursements (gross disbursements less program income received) made from Federal cash during the reporting period for each grant or line item shown under Item 4.

Item 6b – Show the cumulative net disbursements made for each grant or line item under Item 4.

Item 7 – Enter the totals for Columns 6a and 6b. The total of Column 6 should be the same as the total on Line 11h on page 1. Also the total in Column 6b should be same as the sum of this period's disbursement (Column 6a), the adjustments shown on Line 11i on page 1, and the cumulative disbursements in the last report. Explain any differences.

OMB NO. 80-R0183

EXHIBIT H-3
Circular No. A-102

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. Federal Agency and Organizational Element

2. Federal Grant No. or Other Identifying No.

3. Type of Payment Requested
   a. ☐ Advance ☐ Reimbursement
   b. ☐ Final ☐ Partial

4. Basis of Report
   ☐ Cash
   ☐ Accrued Expenditures

5. Partial Payment Request No.

6. Employer Identification No.

7. Grantee Account No. or Identifying No.

8. Period Covered (Month, Day, Year)
   FROM | | | TO | | |

9. Name of Grantee Organization

STREET NO. AND NAME

CITY STATE ZIP CODE

10. Name of Payee (If different than Item 9)

STREET NO. AND NAME

CITY STATE ZIP CODE

11. COMPUTATION OF AMOUNT REQUESTED

	PROGRAMS — FUNCTIONS — ACTIVITIES			TOTAL
	(1)	(2)	(3)	
a. Total program outlays to date as of	$	$	$	$
b. Less: Cumulative program income				
c. Net program outlays				
d. Estimated net cash outlays for advance period				
e. Total of Lines c and d				
f. Non-Federal share of amount on Line e				
g. Federal share of amount on Line e				
h. Federal payments previously requested				
i. Federal share now requested				
j. Monthly advance requirements:				
(1) 1st month				
(2) 2nd month				
(3) 3rd month				

12. REMARKS (Attach additional sheets if necessary)

13. I certify that to the best of my knowledge and belief the data reported above is correct and that all outlays were made in accordance with grant conditions and that payment is due and has not been previously requested.

Name	Title	TELEPHONE		
		Area Code	Number	Ext.
Signature of Authorized Official		Date Report Is Submitted		

FOR AGENCY USE ONLY

INSTRUCTIONS FOR PREPARING THE REQUEST FOR ADVANCE OR REIMBURSEMENT

Item 1 — Enter the name of the Federal grantor agency and organizational element to which the request is submitted.

Item 2 — Enter the Federal grant number or other identifying number assigned by the Federal grantor agency.

Item 3 — Indicate with an "X" whether the type of payment requested is:

a. An advance, reimbursement, or both.
b. Final or partial.

Item 4 — Indicate with an "X" whether the report is prepared on a cash or accrued expenditure basis. All requests which are for advances only shall be prepared on a cash basis.

Item 5 — Enter the partial payment request number for this request.

Item 6 — Enter the employer identification number assigned by the U. S. Internal Revenue Service.

Item 7 — This space is reserved for an account number or other identifying number which may be assigned by the grantee.

Item 8 — Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for a reimbursement, show the period for which the reimbursement is requested.

Item 9 — Enter the name and complete mailing address, including ZIP Code for the grantee organization.

Item 10 — Enter the name and complete mailing address, including ZIP Code of the payee if it is different than the grantee organization shown in Item 9.

PLEASE READ BEFORE COMPLETING ITEM 11 — The purpose of the vertical Columns (1) through (3) is to provide space for separate cost breakdowns when a large project has been planned and budgeted by program, function, and activity. If additional columns are needed, use as many additional forms as needed and mark *"continuation"* on each form; however, the summary totals of all programs, functions, or activities should be shown in the "total" Column on the first page.

Item 11 — COMPUTATION OF AMOUNT REQUESTED.

Line a — On the stub enter the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date in the appropriate columns. For reports which are prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subgrantees. For reports prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, the value of in-kind contributions applied, amounts owed by the grantee for goods and other property received, amounts owed for services performed by employees, contractors, subgrantees, and other payees, and amounts becoming owed for which no current service or performance is required.

Line b — Enter the cumulative cash income received to date, if reports are prepared on a cash basis. For reports prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income which was required to be used for the project or program by the terms of the grant.

Line c — This amount should be the difference between the amounts shown on Line a less the amounts shown on Line b.

Line d — Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.

Line e — Enter the total of Lines c and d.

Line f — Enter the non-Federal share of the amount shown on Line e.

Line g — Enter the Federal share of the amount shown on Line e.

Line h — Enter the cumulative amount of Federal payments received and amounts included in outstanding requests.

Line i — Enter the Federal share now requested. (Line g minus Line h).

Line j — Show the amount of advances required by month on each of Lines (1), (2), and (3) *when* requested by the Federal grantor agency for use in making prescheduled advances.

Item 12 — This space is provided for any explanation deemed necessary by the grantee and for any information required by the Federal grantor agency in compliance with the governing legislation.

Item 13 — Complete the certification before submitting this report.

OMB NO. 60-R0181

EXHIBIT H-4
Circular No. A-102

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS

1. Federal Agency and Organizational Element

2. Federal Grant No. or Other Identifying Number

3. Type of Request
- ☐ Final
- ☐ Partial

4. Basis of Request
- ☐ Cash
- ☐ Accrued Expenditure

5. Partial Payment Request No.

6. Employer Identification No.

7. Grantee Account No. or Identifying No.

8. Period Covered (Month, Day, Year)
FROM | | | TO | | |

9. Name of Grantee Organization

STREET NO. AND NAME

CITY STATE ZIP CODE

10. Name of Payee (If different than Item 9)

STREET NO. AND NAME

CITY STATE ZIP CODE

11. STATUS OF FUNDS

CLASSIFICATION	PROGRAMS — FUNCTIONS — ACTIVITIES (1)	(2)	(3)	TOTAL
a. Administrative expense	$	$	$	$
b. Preliminary expense				
c. Land, structures, right-of-way				
d. Architectural engineering basic fees				
e. Other architectural engineering fees				
f. Project inspection fees				
g. Land development				
h. Relocation expense				
i. Relocation payments to indiv. and businesses				
j. Demolition and removal				
k. Construction and project improvement cost				
l. Equipment				
m. Miscellaneous cost				
n. Total cumulative to date (Sum of Lines a-m)				
o. Deductions for program income				
p. Net cumulative to date (Line n minus Line o)				
q. Federal share to date				
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal share (Sum of Lines q and r)				
t. Federal payments previously requested				
u. Amount requested for reimbursement	$	$	$	$
v. Percent of project completed	%	%	%	%

12. CERTIFICATION – I certify that to the best of my knowledge and belief the billed costs of disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the grant.

a. GRANTEE		b. STATE, LOCAL, OR FEDERAL GOVERNMENT REPRESENTATIVE	
Name		Name	
Title	Telephone No.	Title	Telephone No.
Signature of Authorized Official	Date	Signature of Authorized Official	Date

INSTRUCTIONS FOR PREPARING THE OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS

Item 1 - Enter name of the Federal grantor agency and organizational element to which the report is submitted.

Item 2 – Enter the grant number or other identifying number assigned by the Federal grantor agency.

Item 3 – Mark the appropriate box. If the request is final, the amounts billed should represent the final cost of the project

Item 4 Show whether amounts are computed on an accrued expenditure or cash disbursement basis

Item 5 – Enter the partial payment request number.

Item 6 – Enter the employer identification number assigned by the U. S. Internal Revenue Service.

Item 7 - This space is reserved for an account number or other identifying number which may be assigned by the grantee.

Item 8 – Enter the month, day, and year for the beginning and ending of the period for which this report is prepared.

Item 9 – Enter the name and complete mailing address including ZIP Code for the grantee organization.

Item 10 – Enter the name and complete mailing address including the ZIP Code where the check should be sent, if the payee is different than the grantee organization shown in Item 9.

PLEASE READ BEFORE COMPLETING ITEM 11 – The purpose of vertical columns (1) through (3) is to provide space for separate cost breakdowns when a large project has been planned and budgeted by program, function and activity. If additional columns are needed, use as many additional forms as needed and mark *"continuation"* on each form; however, the summary totals of all programs, functions, or activities should be shown in the *"total"* column on the first page.

Item 11 – STATUS OF FUNDS – All amounts are reported on a cumulative basis.

Line a. Enter amounts expended for such items as travel, legal fees, rental of vehicles and any other administrative expenses. Include the amount of interest expense when authorized by program legislation. Also show the amount of interest expense on a separate sheet.

Line b. Enter amounts pertaining to the work of locating and designing, making surveys and maps, sinking test holes, and all other work required prior to actual construction.

Line c. Enter all amounts directly associated with the acquisition of land, existing structures and related right-of-way.

Line d. Enter basic fees for services of architectural engineers.

Line e. Enter other architectural engineering services. Do not include any amounts shown on Line d.

Line f. Enter inspection and audit fees of construction and related programs.

Line g. Enter all amounts associated with the development of land where the primary purpose of the grant is land improvement. The amount pertaining to land development normally associated with major construction should be excluded from this category and entered on Line k.

Line h. Enter the dollar amounts used to provide relocation advisory assistance and net costs of replacement housing (last resort). Do not include amounts needed for relocation administrative expense; these amounts should be included in amounts shown on Line a.

Line i. Enter the amount of relocation payments made by the grantee to displaced persons, farms, business concerns, and nonprofit organizations.

Line j. Enter gross salaries and wages of employees of the grantee and payments to third party contractors directly engaged in performing demolition or removal of structures from developed land. All proceeds from the sale of salvage or the removal of structures should be credited to this account; thereby reflecting net amounts if required by the grantor agency.

Line k. Enter those amounts associated with the actual construction of, addition to, or restoration of a facility Also include in this category the amounts for project improvements such as sewers, streets, landscaping, and lighting.

Line l. Enter amounts for all equipment, both fixed and movable, exclusive of equipment used for construction. For example, permanently attached laboratory tables, built-in audio visual systems, movable desks, chairs, and laboratory equipment.

Line m. Enter the amounts for all items not specifically mentioned above.

Line n. Enter the *total cumulative* amount to date which should be the sum of Lines a through m.

Line o. Enter the total amount of program income applied to the grant except income included on Line j. Identify on a separate sheet of paper the sources and types of the income.

Line p. Enter the net cumulative amount to date which should be the amount shown on Line n *minus* the amount on Line o.

Line q. Enter the Federal share of the amount shown on Line p.

Line r. Enter the amount of rehabilitation grant payments made to individuals when program legislation provides 100 percent payment by the Federal grantor agency.

Line s. Enter the total of Lines q and r.

Line t. Enter the total amount of Federal payments previously requested, *if* this form is used for requesting reimbursement.

Line u. Enter the amount now being requested for reimbursement. This amount should be the difference between the amounts shown on Lines s and t. If different, explain on a separate sheet.

Line v. Show the percentage of the physical completion of the project.

Item 12 – CERTIFICATION

a. GRANTEE – Enter the name, title, telephone number, and signature of the grantee official who is responsible for the operation of the program. The date should be the actual date the form is submitted to the Federal grantor agency

b. STATE, LOCAL, OR FEDERAL GOVERNMENT REPRESENTATIVE – Enter the name, title, telephone number, and signature of the Government representative who is certifying to the percent of project completion. This representative may be a professional architectural engineer under contract to the State, local, or Federal government or he may be a qualified State, local, or Federal government employee.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

MONITORING AND REPORTING OF PROGRAM PERFORMANCE

1. This Attachment sets forth the procedures for monitoring and reporting program performance under Federal grants. These procedures are designed to place greater reliance on State and local governments to manage the day-to-day operations of the grant-supported activities.

2. Grantees shall constantly monitor the performance under grant-supported activities to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. This review shall be made for each program, function, or activity of each grant as set forth in the approved grant application.

3. Grantees shall submit a performance report for each grant which briefly presents the following for each program, function, or activity involved:

a. A comparison of actual accomplishments to the goals established for the period. Where the output of grant programs can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

b. Reasons for slippage in those cases where established goals were not met.

c. Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

4. Grantees shall submit the performance reports to grantor agencies with the Financial Status Reports, in the frequency established by Attachment H of this Circular. The grantor agency shall prescribe the frequency with which the performance reports will be submitted with the Request for Advance or Reimbursement when that form is used in lieu of the Financial Status Report. In no case shall the performance reports be required more frequently than quarterly or less frequently than annually.

5. Between the required performance reporting dates, events may occur which have significant impact upon the project or program.

In such cases, the grantee shall inform the grantor agency as soon as the following types of conditions become known:

a. Problems, delays, or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any Federal assistance needed to resolve the situation.

b. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

6. If any performance review conducted by the grantee discloses the need for change in the budget estimates in accordance with the criteria established in Attachment K to this Circular, the grantee shall submit a request for budget revision.

7. The grantor agency shall make site visits as frequently as practicable to:

a. Review program accomplishments and management control systems.

b. Provide such technical assistance as may be required.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

GRANT PAYMENT REQUIREMENTS

1. This Attachment establishes required methods of making grant payments to State and local governments that will minimize the time elapsing between the disbursement by a grantee and the transfer of funds from the United States Treasury to the grantee, whether such disbursement occurs prior to or subsequent to the transfer of funds.

2. Grant payments are made to grantees through a letter of credit, an advance by Treasury check, or a reimbursement by Treasury check. The following definitions apply for the purpose of this Attachment:

a. Letter of credit. A letter of credit is an instrument certified by an authorized official of a grantor agency which authorizes a grantee to draw funds when needed from the Treasury, through a Federal Reserve Bank and the grantee's commercial bank, in accordance with the provisions of Treasury Circular No. 1075.

b. Advance by Treasury check. An advance by Treasury check is a payment made by a Treasury check to a grantee upon its request or through the use of predetermined payment schedules before payments are made by the grantee.

c. Reimbursement by Treasury check. A reimbursement by Treasury check is a payment made to a grantee with a Treasury check upon request for reimbursement from the grantee.

3. Except for construction grants for which the letter-of-credit method is optional, the letter-of-credit funding method shall be used by grantor agencies where all of the following conditions exist:

a. When there is or will be a continuing relationship between a grantee and a Federal grantor agency for at least a 12-month period and the total amount of advances to be received within that period from the grantor agency is $250,000, or more, as prescribed by Treasury Circular No. 1075.

b. When the grantee has established or demonstrated to the grantor the willingness and ability to establish procedures that will minimize the time elapsing between the transfer of funds and their disbursement by the grantee.

c. When the grantee's financial management system meets the standards for fund control and accountability prescribed in Attachment G to this Circular, "Standards for Grantee Financial Management Systems."

4. The method of advancing funds by Treasury check shall be used, in accordance with the provisions of Treasury Circular No. 1075, when the grantee meets all of the requirements specified in paragraph 3 above except those in 3.a.

5. The reimbursement by Treasury check method shall be the preferred method when the grantee does not meet the requirements specified in either or both of paragraphs 3.b. and 3.c. This method may also be used when the major portion of the program is accomplished through private market financing or Federal loans, and when the Federal grant assistance constitutes a minor portion of the program.

6. Unless otherwise required by law, grantor agencies shall not withhold payments for proper charges made by State and local governments at any time during the grant period unless (a) a grantee has failed to comply with the program objectives, grant award conditions, or Federal reporting requirements, or (b) the grantee is indebted to the United States and collection of the indebtedness will not impair accomplishment of the objectives of any grant program sponsored by the United States. Under such conditions, the grantor may, upon reasonable notice, inform the grantee that payments will not be made for obligations incurred after a specified date until the conditions are corrected or the indebtedness to the Federal government is liquidated.

7. Attachment H of this Circular, "Financial Reporting," provides for the procedures and forms for requesting advances or reimbursements.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

BUDGET REVISION PROCEDURES

1. This Attachment promulgates criteria and procedures to be followed by Federal grantor agencies in requiring grantees to report deviations from grant budgets and to request approvals for budget revisions.

2. The grant budget as used in this Attachment means the approved financial plan for both the Federal and nonfederal shares to carry out the purpose of the grant. This plan is the financial expression of the project or program as approved during the grant application and award process. It should be related to performance for program evaluation purposes whenever appropriate and required by the grantor agency.

3. For nonconstruction grants, State and local governments shall request prior approvals promptly from grantor agencies for budget revisions whenever:

a. The revision results from changes in the scope or the objective of the grant-supported program.

b. The revision indicates the need for additional Federal funding.

c. The grant budget is over $100,000 and the cumulative amount of transfers among direct cost object class budget categories exceeds or is expected to exceed $10,000, or five percent of the grant budget, whichever is greater. The same criteria apply to the cumulative amount of transfers among programs, functions, and activities when budgeted separately for a grant, except that the grantor agency shall permit no transfer which would cause any Federal appropriation, or part thereof, to be used for purposes other than those intended.

d. The grant budget is $100,000, or less, and the cumulative amount of transfers among direct cost object class budget categories exceeds or is expected to exceed five percent of the grant budget. The same criteria apply to the cumulative amount of

transfers among programs, functions, and activities when budgeted separately for a grant, except that the grantor agency shall permit no transfer which would cause any Federal appropriation, or part thereof, to be used for purposes other than those intended.

e. The revisions involve the transfer of amounts budgeted for indirect costs to absorb increases in direct costs.

f. The revisions pertain to the addition of items requiring approval in accordance with the provisions of Office of Management and Budget Circular No. A-87.

4. All other changes to nonconstruction grant budgets, except for the changes described in paragraph 6, do not require approval. These changes include (a) the use of grantee funds in furtherance of program objectives over and above the grantee minimum share included in the approved grant budget and (b) the transfer of amounts budgeted for direct costs to absorb authorized increases in indirect costs.

5. For construction grants, State and local governments shall request prior approvals promptly from grantor agencies for budget revisions whenever:

a. The revision results from changes in the scope or the objective of the grant-supported programs.

b. The revision increases the budgeted amounts of Federal funds needed to complete the project.

6. When a grantor agency awards a grant which provides support for both construction and nonconstruction work, the grantor agency may require the grantee to request prior approval from the grantor agency before making any fund or budget transfers between the two types of work supported.

7. For both construction and nonconstruction grants, grantor agencies shall require State and local governments to notify the grantor agency promptly whenever the amount of Federal authorized funds is expected to exceed the needs of the grantee by more than $5,000 or 5 percent of the Federal grant, whichever is greater. This notification will not be required when applications for additional funding are submitted for continuing grants.

8. When requesting approval for budget revisions, grantees shall use the budget forms which were used in the grant application. However, grantees may request by letter the approvals required by the provisions of Office of Management and Budget Circular No. A-87.

9. Within 30 days from the date of receipt of the request for budget revisions, grantor agencies shall review the request and notify the grantee whether or not the budget revisions have been approved. If the revision is still under consideration at the end of 30 days, the grantor shall inform the grantee in writing as to when the grantee may expect the decision.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

GRANT CLOSEOUT PROCEDURES

1. This Attachment prescribes uniform closeout procedures for Federal grants to State and local governments.

2. The following definitions shall apply for the purpose of this Attachment:

a. Grant closeout. The closeout of a grant is the process by which a Federal grantor agency determines that all applicable administrative actions and all required work of the grant have been completed by the grantee and the grantor.

b. Date of completion. The date when all work under a grant is completed or the date in the grant award document, or any supplement or amendment thereto, on which Federal assistance ends.

c. Termination. The termination of a grant means the cancellation of Federal assistance, in whole or in part, under a grant at any time prior to the date of completion.

d. Suspension. The suspension of a grant is an action by a Federal grantor agency which temporarily suspends Federal assistance under the grant pending corrective action by the grantee or pending a decision to terminate the grant by the grantor agency.

e. Disallowed costs. Disallowed costs are those charges to a grant which the grantor agency or its representative determines to be unallowable. (See Office of Management and Budget Circular No. A-87.)

3. All Federal grantor agencies shall establish grant closeout procedures which include the following requirements:

a. Upon request, the Federal grantor agency shall make prompt payments to a grantee for allowable reimbursable costs under the grant being closed out.

b. The grantee shall immediately refund to the grantor agency any unencumbered balance of cash advanced to the grantee.

c. The grantor agency shall obtain from the grantee within 90 days after the date of completion of the grant all financial, performance, and other reports required as a condition of the grant. The agency may grant extensions when requested by the grantee.

d. The grantor agency shall make a settlement for any upward or downward adjustments to the Federal share of costs after these reports are received.

e. The grantee shall account for any property acquired with grant funds, or received from the Government in accordance with the provisions of Attachment N to this Circular.

f. In the event a final audit has not been performed prior to the closeout of the grant, the grantor agency shall retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

4. All Federal grantor agencies shall provide procedures to be followed when a grantee has failed to comply with the grant award stipulations, standards, or conditions. When that occurs, the grantor agency may, on reasonable notice to the grantee, suspend the grant, and withhold further payments, or prohibit the grantee from incurring additional obligations of grant funds, pending corrective action by the grantee or a decision to terminate in accordance with paragraph 5.a. The grantor agency may allow all necessary and proper costs which the grantee could not reasonably avoid during the period of suspension provided that they meet the provisions of Office of Management and Budget Circular No. A-87.

5. Subject to the provisions of paragraph 7 of the basic Circular of which this Attachment is a part, all Federal grantor agencies shall provide for the systematic settlement of terminated grants including the following:

a. Termination for cause. The grantor agency may terminate any grant in whole, or in part, at any time before the date of completion, whenever it is determined that the grantee has failed to comply with the conditions of the grant. The grantor agency shall promptly notify the grantee in writing of the determination and the reasons for the termination, together with the effective date. Payments made to grantees or recoveries by the grantor

agencies under grants terminated for cause shall be in accord with the legal rights and liabilities of the parties.

b. Termination for convenience. The grantor agency or grantee may terminate grants in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Federal agency shall allow full credit to the grantee for the Federal share of the noncancellable obligations, properly incurred by the grantee prior to termination.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

STANDARD FORMS FOR APPLYING FOR FEDERAL ASSISTANCE

1. This Attachment promulgates standard forms to be used by State and local governments in applying for all Federal grants except those Federal formula grant programs which do not require grantees to apply for Federal funds on a project basis.

2. The standard forms and their purposes are briefly described in the following paragraphs:

a. Preapplication for Federal Assistance (Exhibit 1). Preapplication for Federal Assistance is used to: (1) establish communication between the Federal grantor agency and the applicant; (2) determine the applicant's eligibility; (3) determine how well the project can compete with similar applications from others; and (4) eliminate any proposals which have little or no chance for Federal funding before applicants incur significant expenditures for preparing an application. Preapplication forms shall be required for all construction, land acquisition and land development projects or programs for which the need for Federal funding exceeds $100,000. The Federal grantor agency may require the use of the preapplication form for other types of grant programs or for those for which the Federal fund request is for $100,000 or less. In addition, Federal agencies shall establish procedures allowing State and local government applicants to submit, if they so desire, the preapplication form when mandatory requirements for preapplication do not exist.

b. Notice of Review Action (Exhibit 2). The purpose of the Notice of Review Action is to inform the applicant of the results of the review of the preapplication forms which were submitted to Federal grantor agencies. The Federal grantor agency shall send a notice to the applicant within 45 days of the receipt of the preapplication form. When the review cannot be made within 45 days, the applicant shall be informed by letter as to when the review will be completed.

c. Federal Assistance Application for Nonconstruction Programs (Exhibit 3). The Federal Assistance Application for Nonconstruction Programs form is designed to accommodate several programs and shall be used by the applicant for all actions

covered by this Attachment except where the major purpose of the grant involves construction, land acquisition, or development or single-purpose and one-time grant applications for less than $10,000 which do not require clearinghouse approval, an environmental impact statement, or the relocation of persons, businesses, or farms.

d. Federal Assistance Application for Construction Programs (Exhibit 4). The Federal Assistance Application for Construction Programs form shall be used for all grants where the major purpose of the program involves construction, land acquisition, and land development, except when the Application for Federal Assistance-Short Form (paragraph 2e) is used.

e. Application for Federal Assistance--Short Form (Exhibit 5). The Application for Federal Assistance-Short Form shall be used for all grants for single-purpose and one-time grant applications for less than $10,000 not requiring clearinghouse approval, an environmental impact statement, or the relocation of persons, businesses, or farms. Federal grantor agencies may, at their discretion, authorize the use of this form for applications for larger amounts.

3. For all forms described herein, the following shall apply:

a. All requests by grantees for changes, continuations, and supplementals to approved grants shall be submitted on the same form as the original application. For these purposes, only the required pages of the forms should be submitted.

b. Grantor agencies may issue supplementary instructions to the standard forms to:

(1) Specify and describe the programs, functions, or activities which will be used to plan, budget, and evaluate the work under the grant programs.

(2) Provide amplification or specifics to the requirements for program narrative statements. These changes will require Office of Management and Budget approval under the provisions of paragraph 8 of the basic Circular of which this Attachment is a part.

(3) Design report forms for additional information to meet legal and program management requirements. These forms shall be submitted for report form clearance in accordance with Office of Management and Budget Circular No. A-40, as revised.

c. Grantees shall submit the original and two copies of the application.

d. Federal grantor agencies are authorized to reproduce these forms. The forms for reproduction purposes can be obtained from the Office of Management and Budget.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 11, 1973

Plant and Operations Memorandum No. 134, Supplement 2

Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments

Purpose

This supplement provides information on the availability and use of the application and reporting forms required by OMB Circular A-102.

Availability of Forms

The following forms are available from the Central Supply Section, Service Operations Division, Office of Plant and Operations.

Form AD-621	(4 pages)	Preapplication for Federal Assistance
Form AD-622	(1 page)	Notice of Preapplication Review Action
Form AD-623	(10 pages)	Application for Federal Assistance (Nonconstruction Programs)
Form AD-624	(11 pages)	Application for Federal Assistance (for Construction Programs)
Form AD-625	(5 pages)	Application for Federal Assistance (Short Form)
Form AD-626	(2 pages)	Financial Status Report
Form AD-627	(4 pages)	Report of Federal Cash Transactions
Form AD-628	(2 pages)	Request for Advance or Reimbursement
Form AD-629	(2 pages)	Outlay Report and Request for Reimbursement for Construction Programs

Mandatory Usage

It is mandatory that these forms be used in lieu of agency forms now used to obtain the same information in financial assistance programs with State and local governments. Any agency forms that fall within this category should be rescinded.

Do not use an OMB prescribed form if none of the information called for therein is needed.

Any program that requires the information obtainable on parts of any form but does not require the information obtainable on other parts of the same form may block out those parts that are inapplicable.

EXHIBIT M-1
Circular No. A-102

OMB NO. 80-R0187

PREAPPLICATION FOR FEDERAL ASSISTANCE
PART I

1. State Clearinghouse Identifier

2. Applicant's Application No.

3. Federal Grantor Agency

Organizational Unit

Administrative Office

Street Address – P.O. Box

City State Zip Code

4. Applicant Name

Department Division

Street Address – P.O. Box

City County

State Zip Code

5. Descriptive Name of the Project

6. Federal Catalog No.

7. Federal Funding Needed

$

8. Grantee Type

_____ State, _____ County, _____ City, _____ Other (Specify)

9. Type of Assistance

_____ Grant, _____ Loan, _____ Other (Specify)

10. Population Directly Benefiting from the Project

11. Congressional District

a.

b.

12. Length of Project

13. Beginning Date

14. Date of Application

15. The applicant certifies that to the best of his knowledge and belief, the data in this preapplication are true and correct, and the filing of the preapplication has been duly authorized by the governing body of the applicant.

Typed name

Title

Telephone Number

AREA CODE	NUMBER	EXT.

Signature of authorized representative

For Federal Use Only

INSTRUCTIONS

This form shall be used for all Federal assistance projects for construction, land acquisition or land development in excess of $100,000 Federal funding. It is not applicable to continuing grants after the initial grant has been awarded, or to requests for supplements or revisions to existing grants or loans. However, the applicant may submit the preapplication form for other assistance requests, and the Federal grantor agency may require the preapplication form for other assistance requests.

Submit the original and two copies of all required forms. If an item cannot be answered or does not appear to be related or relevant to the assistance requested, write "NA" for not applicable.

Item 1 – Enter the State clearinghouse identifier. This is the code or number assigned by the clearinghouse to applications requiring State clearinghouse coordination for programs listed in Attachment D, Office of Management and Budget Circular No. A-95.

Item 2 – Enter the applicant's preapplication number or other identifier.

Item 3 – Enter the name of the Federal grantor agency, the name of the primary organizational unit to which the application is addressed, the name of the administrative office having direct operational responsibility for managing the grant program, and the complete address of the grantor agency.

Item 4 – Enter the name of the applicant, the name of the primary organizational unit which will undertake the grant supported activity and the complete address of the applicant.

Item 5 – Enter the descriptive name of this project.

Item 6 – Enter the appropriate catalog number as shown in the Catalog of Federal Domestic Assistance. If the assistance request pertains to more than one catalog number, leave this space blank and list the catalog numbers in Part III.

Item 7 – Enter the approximate amount that is requested from the Federal government. This amount should include the total funds requested in this application and should agree with the total amounts shown in Part III, Line 6, Column (e).

Item 8 – Check one grantee type. If the grantee is other than a State, county, or city government, specify the type of grantee on the "Other" line. Examples of other types of grantees are council of governments, interstate organizations, or special units.

Item 9 – Check the type of assistance requested. If the assistance involves more than one type, check two or more blocks and explain in Part IV.

Item 10 – Enter the number of persons directly benefiting from this project. For example, if the project is a neighborhood health center, enter the estimated number of residents in the neighborhood that will use the center.

Item 11

a. Enter the congressional district in which the applicant is located.

b. Enter the congressional district(s) in which most of the actual work on the project will be accomplished. If the work will be accomplished city-wide or State-wide, covering several congressional districts, write "city-wide" or "State-wide".

Item 12 – Enter the number of months that will be needed to complete the project after Federal funds are made available.

Item 13 – Enter the approximate date the project is expected to begin.

Item 14 – Enter the date this application is submitted.

Item 15 – Complete the certification before submitting the report.

OMB NO. 80-R0187

PREAPPLICATION FOR FEDERAL ASSISTANCE

PART II

1. Does this assistance request require State, local, regional or other priority rating? _____ Yes _____ No
2. Does this assistance require State or local advisory, educational or health clearance? _____ Yes _____ No
3. Does this assistance request require Clearinghouse review? _____ Yes _____ No
4. Does this assistance request require State, local, regional or other planning approval? _____ Yes _____ No
5. Is the proposed project covered by an approved comprehensive plan? _____ Yes _____ No
6. Will the assistance requested serve a Federal installation? _____ Yes _____ No
7. Will the assistance requested be on Federal land or installation? _____ Yes _____ No
8. Will the assistance requested have an effect on the environment? _____ Yes _____ No
9. Will the assistance requested cause the displacement of individuals, families, businesses, or farms? _____ Yes _____ No
10. Is there other related assistance for this project previous, pending, or anticipated? _____ Yes _____ No

PART III – PROJECT BUDGET

FEDERAL CATALOG NUMBER (a)	TYPE OF ASSISTANCE LOAN, GRANT, ETC. (b)	FIRST BUDGET PERIOD (c)	BALANCE OF PROJECT (d)	TOTAL (e)
1.				
2.				
3.				
4.				
5.				
6. Total Federal Contribution		$	$	$
7. State Contribution				
8. Applicant Contribution				
9. Other Contributions				
10. Totals		$	$	$

PART IV – PROGRAM NARRATIVE STATEMENT

(Attach per instruction)

INSTRUCTIONS

PART II

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. All "Yes" answers must be explained on a separate page in accordance with the instructions.

Item 1 — Provide the name of the governing body establishing the priority system and the priority rating assigned to this project. If the priority rating is not available, give the approximate date that it will be obtained.

Item 2 — Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval. If the clearance is not available, give the date it will be obtained.

Item 3 — Attach the clearinghouse comments for the preapplication in accordance with the instructions contained in Office of Management and Budget Circular No. A-95.

Item 4 — Furnish the name of the approving agency and the approval date. If the approval has not been received, state approximately when it will be obtained.

Item 5 — Show whether the approved comprehensive plan is State, local or regional; or, if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination, and state whether this project is in conformance with the plan. If the plan is not available, explain why.

Item 6 — Show the population residing or working on the Federal installation who will benefit from this project.

Item 7 — Show the percentage of the project work that will be conducted on federally-owned or leased land. Give the name of the Federal installation and its location.

Item 8 — Briefly describe the possible beneficial and/or harmful effect on the environment because of the proposed project. If an adverse environmental effect is anticipated, explain what action will be taken to minimize it. Federal agencies will provide separate instructions, if additional data is needed.

Item 9 — State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions, if additional data is needed.

Item 10 — Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status, and amount of each project where there is related previous, pending, or anticipated assistance.

PART III

Complete: Lines 1-5 — Columns (a)-(e). Enter the catalog numbers shown in the Catalog of Federal Domestic Assistance in Column (a) and the type of assistance in Column (b). For each line entry in Columns (a) and (b), enter in Columns (c), (d), and (e), the estimated amounts of Federal funds needed to support the project. Columns (c) and (d) may be left blank, if not applicable.

Line 6 — Show the totals for Lines 1-5 for Columns (c), (d), and (e).

Line 7 — Enter the estimated amounts of State assistance, if any, including the value of in-kind contributions, in Columns (c), (d), and (e). Applicants which are States or State agencies should leave Line 7 blank.

Line 8 — Enter the estimated amounts of funds and value of in-kind contributions the applicant will provide to the program or project in Columns (c), (d), and (e).

Line 9 — Enter the amount of assistance including the value of in-kind contributions, expected from all other contributors in Columns (c), (d), and (e).

Line 10 — Enter the totals of Columns (c), (d), and (e).

PART IV

The program narrative statement should be brief and describe the need, objectives, method of accomplishment, the geographical location of the project, and the benefits expected to be obtained from the assistance. The statement should be typed on a separate sheet of paper and submitted with the preapplication. Also attach any data that may be needed by the grantor agency to establish the applicant's eligibility for receiving assistance under the Federal program(s).

EXHIBIT M-2
Circular No. A-102

NOTICE OF PREAPPLICATION REVIEW ACTION

From: _____
(Department, bureau, or establishment)

Agency Number

_____

To:

Reference Your Preapplication

Number _____

Dated: _____

1. We have reviewed your preapplication for Federal assistance under _____ and have determined that your proposal is:

   _____ eligible for funding by this agency and can compete with similar applications from other grantees.
   _____ eligible but does not have the priority necessary for further consideration at this time.
   _____ not eligible for funding by this agency.

2. Therefore, we suggest that you:
   _____ file a formal application with us by (date) _____ .
   _____ file an application with _____ (Suggested Federal agency).
   _____ find other means of funding this project.

3. Based upon the funds available for this program over the last two fiscal years and the number of applications reviewed, or pending, we anticipate that funds for which you are competing will be available after (month, year) _____ .

4. You requested $_____ Federal funding in your preapplication form, and we:
   _____ are agreeable to consideration of approximately this amount in the formal application.
   _____ will need to analyze the amount requested in more detail.

5. A preapplication conference will be _____ necessary _____ not necessary. We are recommending that it be held at _____ , on _____ , at _____ a.m./p.m. Please contact the undersigned for confirmation.

6. Enclosures: _____ Forms _____ Instructions _____ Other (Specify) _____

7. Other Remarks:

Signature	Title	Date
Organizational Unit	Administrative Office	Telephone Number
Address		

NOTE: This form will be used by Federal agencies to inform applicants of the results of a review of their preapplication request for Federal assistance. When the review cannot be performed within 45 days, the applicant shall be informed by letter as to when the review will be completed. When Federal agencies determine that the proposal is not eligible for Federal assistance, specific reasons should be provided in Item 7 Other Remarks.

EXHIBIT M-3
Circular No. A-102
OMB NO. 80-R0186

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS)

PART I

1. State Clearinghouse Identifier

2. Applicant's Application No.

3. Federal Grantor Agency

Organizational Unit

Administrative Office

Street Address – P.O. Box

City State Zip Code

4. Applicant Name

Department Division

Street Address – P.O. Box

City County

State Zip Code

5. Descriptive Name of the Project

6. Federal Catalog No.

7. Federal Funding Requested

$

8. Grantee Type

_____ State, _____ County, _____ City, _____ Other (Specify)

9. Type of Application or Request

_____ New Grant, _____ Continuation, _____ Supplement, _____ Other Changes (Specify)

10. Type of Assistance

_____ Grant, _____ Loan, _____ Other (Specify)

11. Population Directly Benefiting from the Project

12. Congressional District

a.

b.

13. Length of Project

14. Beginning Date

15. Date of Application

16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives the grant.

Typed name	Title	Telephone Number		
		AREA CODE	NUMBER	EXT
Signature of Authorized Representative				

For Federal Use Only

INSTRUCTIONS

PART I

This form shall be used for all Federal assistance except for (a) construction, land acquisiton or land development projects and (b) single purpose one-time assistance requests of less than $10,000 which do not require a clearinghouse review, an environmental impact statement, or relocation of persons, businesses or farms. This form shall be used also to request supplemental assistance, to propose changes or amendments, and to request continuation or refunding, for approved grants originally submitted on this form.

Submit the original and two copies of the forms. If an item cannot be answered or does not appear to be related or relevant to the assistance required, write "NA" for not applicable. When a request is made for supplemental assistance, amendments or changes to an approved grant, submit only those pages which are appropriate.

Item 1 – Enter the State clearinghouse identifier. This is the code or number assigned by the clearinghouse to applications requiring State clearinghouse coordination for programs listed in Attachment D, Office of Management and Budget Circular No. A-95.

Item 2 – Enter the applicant's application number or other identifier. If a preapplication was submitted, show also the number that appeared on the preapplication if different than the application number.

Item 3 – Enter the name of the Federal grantor agency, the name of the primary organizational unit to which the application is addressed, the name of the administrative office having direct operational responsibility for managing the grant program, and the complete address of the Federal grantor agency.

Item 4 – Enter the name of the applicant, the name of the primary organizational unit which will undertake the grant supported activity, and the complete address of the applicant.

Item 5 – Enter the descriptive name of this project.

Item 6 – Enter the appropriate catalog number as shown in the Catalog of Federal Domestic Assistance. If the assistance will pertain to more than one catalog number, leave this space blank and list the catalog numbers under Part III, Section A.

Item 7 – Enter the amount that is requested from the Federal Government in this application. This amount should agree with the total amount shown in Part III, Section A, Line 5 of Column (e). For revisions, changes, or amendments, show only the amount of the increase or decrease.

Item 8 – Check one grantee type. If the grantee is other than a State, county, or city government, specify the type of grantee on the "Other" line. Examples of other types of grantees are council of governments, interstate organizations, or special units.

Item 9 – Check the type of application or request. If the "Other Changes" block is checked, specify the type of change. The definitions for terms used in Item 9 are as follows:

a. New grant – an action which is being submitted by the applicant for the first time.

b. Continuation grant – an action that pertains to the continuation of a multi-year grant (e.g., the second year award for a project which will extend over five years).

c. Supplemental grant – an action which pertains to an increase in the amount of the Federal contribution for the same period.

d. Changes in the existing grant – Specify one or more of the following:

(1) Increase in duration – a request to extend the grant period.

(2) Decrease in duration – a request to reduce the grant period.

(3) Decrease in amount – a request to decrease the amount of the Federal contribution.

Item 10 – Check the type of assistance requested. If the assistance involves more than one type, check two or more blocks and explain in Part IV – Program Narrative.

Item 11 – Enter the number of persons directly benefiting from this project. For example, if the project is for a neighborhood health center, enter the estimated number of residents in the neighborhood that will use the center.

Item 12

a. Enter the congressional district in which the applicant is located.

b. Enter the congressional district(s) in which most of the actual work on the project will be accomplished. If the work will be accomplished city-wide or State-wide, covering several congressional districts, write "city-wide" or "State-wide".

Item 13 – Enter the number of months that will be needed to complete the project after Federal funds are made available.

Item 14 – Enter the approximate date the project is expected to begin.

Item 15 – Enter the date this application is submitted.

Item 16 – Complete the certification before submitting the report.

PART II

PROJECT APPROVAL INFORMATION

Item 1.
Does this assistance request require State, local, regional, or other priority rating?
_____ Yes _____ No

Name of Governing Body _____
Priority Rating _____

Item 2.
Does this assistance request require State, or local advisory, educational or health clearances?
_____ Yes _____ No

Name of Agency or Board _____
(Attach Documentation)

Item 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?
_____ Yes _____ No

(Attach Comments)

Item 4.
Does this assistance request require State, local, regional or other planning approval?
_____ Yes _____ No

Name of Approving Agency _____
Date _____

Item 5.
Is the proposed project covered by an approved comprehensive plan?
_____ Yes _____ No

Check one: State ☐
Local ☐
Regional ☐
Location of Plan _____

Item 6.
Will the assistance requested serve a Federal installation?
_____ Yes _____ No

Name of Federal Installation _____
Federal Population benefiting from Project _____

Item 7.
Will the assistance requested be on Federal land or installation?
_____ Yes _____ No

Name of Federal Installation _____
Location of Federal Land _____
Percent of Project _____

Item 8.
Will the assistance requested have an impact or effect on the environment?
_____ Yes _____ No

See instructions for additional information to be provided.

Item 9.
Will the assistance requested cause the displacement of individuals, families, businesses, or farms?
_____ Yes _____ No

Number of:
Individuals _____
Families _____
Businesses _____
Farms _____

Item 10.
Is there other related assistance on this project previous, pending, or anticipated?
_____ Yes _____ No

See instructions for additional information to be provided.

INSTRUCTIONS

PART II

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. Provide supplementary data for all "Yes" answers in the space provided in accordance with the following instructions:

Item 1 – Provide the name of the governing body establishing the priority system and the priority rating assigned to this project.

Item 2 – Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval.

Item 3 – Attach the clearinghouse comments for the application in accordance with the instructions contained in Office of Management and Budget Circular No. A-95. If comments were submitted previously with a preapplication, do not submit them again but any additional comments received from the clearinghouse should be submitted with this application.

Item 4 – Furnish the name of the approving agency and the approval date.

Item 5 – Show whether the approved comprehensive plan is State, local or regional, or if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination and state whether this project is in conformance with the plan.

Item 6 – Show the population residing or working on the Federal installation who will benefit from this project.

Item 7 – Show the percentage of the project work that will be conducted on federally-owned or leased land. Give the name of the Federal installation and its location.

Item 8 – Describe briefly the possible beneficial and harmful impact on the environment of the proposed project. If an adverse environmental impact is anticipated, explain what action will be taken to minimize the impact. Federal agencies will provide separate instructions if additional data is needed.

Item 9 – State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions if additional data is needed.

Item 10 – Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status and the amount of each project where there is related previous, pending or anticipated assistance. Use additional sheets, if needed.

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B – BUDGET CATEGORIES

6. Object Class Categories	– Grant Program, Function or Activity				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges					
j. Indirect Charges					
k. TOTALS	$	$	$	$	$
7. Program Income	$	$	$	$	$

INSTRUCTIONS

PART III

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may not require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary
Lines 1-4, Columns (a) and (b).

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to *multiple* programs where *none* of the programs *require* a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g).

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period *only* if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should *not* equal the sum of amounts in Columns (e) and (f).

Line 5 — Show the totals for all columns used.

Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets were prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-h — Show the estimated amount for each direct cost budget (object class) category for each column with program, function or activity heading.

Line 6i — Show the totals of Lines 6a to 6h in each column.

Line 6j — Show the amount of indirect cost. Refer to Office of Management and Budget Circular No. A-87.

Line 6k — Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5. When additional sheets were prepared, the last two sentences apply only to the first page with summary totals.

Line 7 — Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

SECTION C – NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTALS	$	$	$	$

SECTION D – FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal					
15. TOTAL	$	$	$	$	$

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	$	$	$	$
17.				
18.				
19.				
20. TOTALS	$	$	$	$

SECTION F – OTHER BUDGET INFORMATION

(Attach additional Sheets If Necessary)

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

PART IV PROGRAM NARRATIVE (Attach per instruction)

INSTRUCTIONS

PART III
(continued)

Section C. Source of Non-Federal Resources

Line 8-11 – Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet (See Attachment F, Office of Management and Budget Circular No. A-102.)

Column (a) – Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary

Column (b) – Enter the amount of cash and in-kind contributions to be made by the applicant as shown in Section A (See also Attachment F, Office of Management and Budget Circular No. A-102.)

Column (c) – Enter the State contribution if the applicant is *not* a State or State agency. Applicants which are a State or State agencies should leave this column blank

Column (d) – Enter the amount of cash and in-kind contributions to be made from all other sources

Column (e) – Enter totals of Columns (b) (c), and (d)

Line 12 Enter the total for each of Columns (b)-(e) The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 – Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 – Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 – Enter the totals of amounts on Lines 13 and 14

Section E Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuing grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This Section need not be completed for amendments, changes, or supplements to funds for the current year of existing grants.

If more than four lines are needed to list the program titles submit additional schedules as necessary.

Line 20 Enter the total for each of the Columns (b)-(e) When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F Other Budget Information.

Line 21 Use this space to explain amounts for individual direct object cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency

Line 22 Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period the estimated amount of the base to which the rate is applied, and the total indirect expense

Line 23 – Provide any other explanations required herein or any other comments deemed necessary.

INSTRUCTIONS

PART IV
PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5b only. Requests for supplemental assistance should respond to question 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. APPROACH.

a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function or activity, provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

b. Provide for each grant program, function or activity, quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created; the number of people served; and the number of patients treated. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.

d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information; name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project.

b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget has been exceeded, or if individual budget items have changed more than the prescribed limits contained in Attachment K to Office of Management and Budget Circular No. A-102, explain and justify the change and its effect on the project.

c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

PART V

ASSURANCES

The Applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines, and requirements including OMB Circulars Nos. A-87, A-95, and A-102, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the grantor agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.

EXHIBIT M-4
Circular No. A-102

OMB NO. 80-R0184

APPLICATION FOR FEDERAL ASSISTANCE (FOR CONSTRUCTION PROGRAMS)

PART I

1. State Clearinghouse Identifier

2. Applicant's Application No.

3. Federal Grantor Agency

Organizational Unit

Administrative Office

Street Address – P.O. Box

City State Zip Code

4 Applicant Name

Department Division

Street Address – P.O. Box

City County

State Zip Code

5. Descriptive Name of the Project

6. Federal Catalog No.

7. Federal Funding Requested

$

8. Grantee Type

_____ State, _____ County, _____ City, _____ Other (Specify)

9. Type of Application or Request

_____ New Grant, _____ Continuation, _____ Supplement, _____ Other Changes (Specify)

10. Type of Assistance

_____ Grant, _____ Loan, _____ Other (Specify)

11. Population Directly Benefiting from the Project

12. Congressional District

a.

b.

13. Length of Project

14. Beginning Date

15. Date of Application

16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives the grant.

Typed name	Title	Telephone Number		
		AREA CODE	NUMBER	EXT.
Signature of Authorized Representative				

For Federal Use Only

INSTRUCTIONS

PART I

This form shall be used to apply for Federal assistance for all construction, land acquisition or land development projects. Also, this form shall be used to request supplemental assistance, propose changes or amendments to approved grants, and request continuation or refunding for approved grants originally submitted on this form.

Submit the original and two copies of the forms. If an item cannot be answered or does not appear to be related or relevant to the assistance requested, write "NA" for not applicable. When a request is made for supplemental assistance, amendments or changes to an approved grant, submit only those pages which are appropriate.

Item 1 — Enter the State clearinghouse identifier. This is the code or number assigned by the clearinghouse to applications requiring State clearinghouse coordination for programs listed in Attachment D, Office of Management and Budget Circular No. A-95.

Item 2 — Enter the applicant's application number or other identifier. If a preapplication was submitted, show also the number that appeared on the preapplication, if different than the application number.

Item 3 — Enter the name of the Federal grantor agency, the name of the primary organizational unit to which the application is addressed, the name of the administrative office having direct operational responsibility for managing the grant program, and the complete address of the grantor agency.

Item 4 — Enter the name of the applicant, the name of the primary organizational unit which will undertake the grant-supported activity, and the complete address of the applicant.

Item 5 — Enter the descriptive name of this project.

Item 6 — Enter the appropriate catalog number as shown in the Catalog of Federal Domestic Assistance. If the assistance pertains to more than one catalog number, leave this space blank and prepare a separate set of Part III Forms for each catalog number.

Item 7 — Enter the amount that is requested from the Federal Government in this application. This amount should agree with the amounts shown in Part III, Section B, Line 22. For revisions, changes or amendments show only the amount of the increase or decrease.

Item 8 — Check one grantee type. If the grantee is other than a State, county, or city government, specify the type of grantee on the "Other" line. Examples of other types of grantees are council of governments, interstate organizations, or special units.

Item 9 — Check the type of application or request. If the "Other Changes" block is checked, specify the type of change. The definitions for terms used in Item 9 are as follows:

a. New grant — a request which is being submitted by the applicant for the first time.

b. Continuation grant — a request that pertains to the continuation of multi-year grant (e.g., the second year award for a project which will extend over five years.)

c. Supplemental grant — a request which pertains to an increase in the amount of the Federal contribution for the same period.

d. Other changes — specify one or more of the following:

(1) Increase in duration — a request to extend the grant period.

(2) Decrease in duration — a request to reduce the grant period.

(3) Decrease in amount — a request to decrease the amount of the Federal contribution.

Item 10 — Check the type of assistance requested. If the assistance involves more than one type, check two or more blocks and explain in Part IV — Program Narrative.

Item 11 — Enter the number of persons directly benefiting from this project. For example, if the project is for the construction of a neighborhood health center, enter the estimated number of residents in the neighborhood that will use the center.

Item 12

a. Enter the congressional district in which the applicant is located.

b. Enter the congressional district(s) in which most of the actual work on the project will be accomplished. If the work will be accomplished city-wide or State-wide, covering several congressional districts, write "city-wide" or "State-wide".

Item 13 — Enter the number of months that will be needed to complete the project after Federal funds are made available.

Item 14 — Enter the approximate date the project is expected to begin.

Item 15 — Enter the date this application is submitted.

Item 16 — Complete the certification before submitting the report.

OMB NO. 80-R0184

PART II

PROJECT APPROVAL INFORMATION
SECTION A

Item 1.
Does this assistance request require State, local, regional, or other priority rating?
_____ Yes _____ No

Name of Governing Body _____
Priority Rating _____

Item 2.
Does this assistance request require State, or local advisory, educational or health clearances?
_____ Yes _____ No

Name of Agency or Board _____
(Attach Documentation)

Item 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?
_____ Yes _____ No

(Attach Comments)

Item 4.
Does this assistance request require State, local, regional or other planning approval?
_____ Yes _____ No

Name of Approving Agency _____
Date _____

Item 5.
Is the proposed project covered by an approved comprehensive plan?
_____ Yes _____ No

Check one: State ☐
Local ☐
Regional ☐
Location of plan _____

Item 6.
Will the assistance requested serve a Federal installation?
_____ Yes _____ No

Name of Federal Installation _____
Federal Population benefiting from Project _____

Item 7.
Will the assistance requested be on Federal land or installation?
_____ Yes _____ No

Name of Federal Installation _____
Location of Federal Land _____
Percent of Project _____

Item 8.
Will the assistance requested have an impact or effect on the environment?
_____ Yes _____ No

See instruction for additional information to be provided.

Item 9.
Will the assistance requested cause the displacement of individuals families, businesses, or farms?
_____ Yes _____ No

Number of:
Individuals _____
Families _____
Businesses _____
Farms _____

Item 10.
Is there other related Federal assistance on this project previous, pending, or anticipated?
_____ Yes _____ No

See instructions for additional information to be provided.

INSTRUCTIONS

PART II – SECTION A

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. Provide supplementary data for all "Yes" answers in the space provided in accordance with the following instructions.

Item 1 – Provide the name of the governing body establishing the priority system and the priority rating assigned to this project.

Item 2 – Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval.

Item 3 – Attach the clearinghouse comments for the application in accordance with the instructions contained in Office of Management and Budget Circular No. A-95. If comments were submitted previously with a preapplication, do not submit them again but any additional comments received from the clearinghouse should be submitted with this application.

Item 4 – Furnish the name of the approving agency and the approval date.

Item 5 – Show whether the approved comprehensive plan is State, local or regional, or if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination and state whether this project is in conformance with the plan.

Item 6 – Show the Federal population residing or working on the federal installation who will benefit from this project.

Item 7 – Show the percentage of the project work that will be conducted on federally-owned or leased land. Give the name of the Federal installation and its location.

Item 8 – Briefly describe the possible beneficial and/or harmful impact on the environment because of the proposed project. If an adverse environmental impact is anticipated, explain what action will be taken to minimize the impact. Federal agencies will provide separate instructions if additional data is needed.

Item 9 – State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions if additional data is needed.

Item 10 – Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status and amount of each project where there is related previous, pending, or anticipated assistance. Use additional sheets, if needed.

OMB NO. 80-R0184

INSTRUCTION

PART II – SECTION B

11. SITES AND IMPROVEMENTS: _____ Not required, _____ Attached as exhibits
    Applicant intends to acquire the site through:
    _____ Eminent domain, _____ Negotiated purchase, _____ Other means (specify)

12. TITLE OR OTHER INTEREST IN THE SITE IS OR WILL BE VESTED IN:
    _____ Applicant, _____ Agency or institution operating the facility, _____ Other (specify)

13. INDICATE WHETHER APPLICANT/OPERATOR HAS:
    _____ Fee simple title, _____ Leasehold interest, _____ Other (specify)

14. IF APPLICANT/OPERATOR HAS LEASEHOLD INTEREST, GIVE THE FOLLOWING INFORMATION:
    a. Length of lease or other estate interest _____, and number of years to run _____
    b. Is lease renewable? _____ Yes _____ No
    c. Current appraised value of land $ _____
    d. Annual rental rate $ _____

15. ATTACH AN OPINION FROM ACCEPTABLE TITLE COUNSEL DESCRIBING THE INTEREST APPLICANT/OPERATOR HAS IN THE SITE AND CERTIFYING THAT THE ESTATE OR INTEREST IS LEGAL AND VALID.

16. WHERE APPLICABLE, ATTACH SITE SURVEY, SOIL INVESTIGATION REPORTS AND COPIES OF LAND APPRAISALS.

17. WHERE APPLICABLE, ATTACH CERTIFICATION FROM ARCHITECT ON THE FEASIBILITY OF IMPROVING EXISTING SITE TOPOGRAPHY.

18. ATTACH PLOT PLAN.

19. CONSTRUCTION SCHEDULE ESTIMATES: _____ Not required, _____ Being prepared, _____ Attached as exhibits
    Percentage of completion of drawings and specifications at application date:
    Schematics _____ % Preliminary _____ % Final _____ %

20. TARGET DATES FOR:
    Bid Advertisement _____ Contract Award _____
    Construction Completion _____ Occupancy _____

21. DESCRIPTION OF FACILITY: _____ Not required _____ Attached as exhibits
    Drawings – Attach any drawings which will assist in describing the project.
    Specifications – Attach copies of completed outline specifications.
    (If drawings and specifications have not been fully completed, please attach copies or working drawings that have been completed.)

NOTE: ITEMS ON THIS SHEET ARE SELF-EXPLANATORY; THEREFORE, NO INSTRUCTIONS ARE PROVIDED.

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PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL

1. Federal Domestic Assistance Catalog No. . . . . _____

2. Functional or Other Breakout . . . . . _____

SECTION B – CALCULATION OF FEDERAL GRANT

Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved Amount	Adjustment + or (–)	
1. Administration expense	$	$	$
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. Total (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions			
18. Add: Contingencies			
19. Total Project Amt. (Excluding Rehabilitation Grants)			
20. Federal Share requested of Line 19			
21. Add Rehabilitation Grants Requested (100 Percent)			
22. Total Federal grant requested (Lines 20 & 21)			
23. Grantee share			
24. Other shares			
25. Total project (Lines 22, 23 & 24)	$	$	$

INSTRUCTIONS

PART III

Section A. General

1. Show the Federal Domestic Assistance Catalog Number from which the assistance is requested. When more than one program or Catalog Number is involved and the amount cannot be distributed to the Federal grant program or catalog number on an overall percentage basis, prepare a separate set of Part III forms for each program or Catalog Number. However, show the total amounts for all programs in Section B of the *basic* application form.
2. Show the functional or other categorical breakouts, if required by the Federal grantor agency. Prepare a separate set of Part III forms for each category.

Section B. Calculation of Federal Grant

When applying for a new grant, use the Total Amount Column only. When requesting revisions of previously awarded amounts, use all columns.

Line 1 — Enter amounts needed for administration expenses including such items as travel, legal fees, rental of vehicles and any other expense items expected to be incurred to administer the grant. Include the amount of interest expense when authorized by program legislation and also show this amount under Section E Remarks.

Line 2 — Enter amounts pertaining to the work of locating and designing, making surveys and maps, sinking test holes, and all other work required prior to actual construction.

Line 3 — Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

Line 4 — Enter basic fees for architectural engineering services.

Line 5 — Enter amounts for other architectural engineering services, such as surveys, tests, and borings.

Line 6 — Enter fees for inspection and audit of construction and related programs.

Line 7 — Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on Line 11.

Line 8 — Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

Line 9 — Enter the estimated amount of relocation payments to be made to displaced persons, business concerns and non-profit organizations for moving expenses and replacement housing.

Line 10 — Enter the gross salaries and wages of employees of the grantee who will be directly engaged in performing demolition or removal of structures from developed land. This line should show also the cost of demolition or removal of improvements on developed land under a third party contract. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

Line 11 — Enter amounts for the actual construction of, addition to, or restoration of a facility. Also include in this category the amounts of project improvements such as sewers, streets, landscaping and lighting.

Line 12 — Enter amounts for equipment both fixed and movable exclusive of equipment used for construction. For example, include amounts for permanently attached laboratory tables, built-in audio visual systems, movable desks, chairs, and laboratory equipment.

Line 13 — Enter amounts for items not specifically mentioned above.

Line 14 — Enter the sum of Lines 1-13.

Line 15 — Enter the estimated amount of program income that will be earned during the grant period and applied to the program.

Line 16 — Enter the difference between the amount on Line 14 and the estimated income shown on Line 15.

Line 17 — Enter amounts for those items which are part of the project but not subject to Federal participation (See Section C, Line 26g, Column (1)).

Line 18 — Enter the estimated amount for contingencies. Compute this amount as follows. Subtract from the net project amount shown on Line 16 the ineligible project exclusions shown on Line 17 and the amount which is excluded from the contingency provisions shown in Section C, Line 26g, Column (2). Multiply the computed amount by the percentage factor allowed by the grantor agency in accordance with the Federal program guidance. For those grants which provide for a fixed dollar allowance in lieu of a percentage allowance, enter the dollar amount of this allowance.

Line 19 — Show the total amount of Lines 16, 17, and 18. (This is the amount to which the matching share ratio prescribed in program legislation is applied.)

Line 20 — Show the amount of Federal funds requested exclusive of funds for rehabilitation purposes.

Line 21 — Enter the estimated amounts needed for rehabilitation expense if rehabilitation grants to individuals are made for which grantees are reimbursed 100 percent by the Federal grantor agency in accordance with program legislation. If the grantee shares in part of this expense show the total amount on Line 13 instead of on Line 21 and explain in Section E.

Line 22 — Show the total amount of the Federal grant requested.

Line 23 — Show the amount from Section D, Line 27h.

Line 24 — Show the amount from Section D, Line 28c.

Line 25 — Self-explanatory.

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SECTION C – EXCLUSIONS

26 Classification	Ineligible for Participation (1)	Excluded from Contingency Provision (2)
a.	$	$
b.		
c.		
d.		
e.		
f.		
g. Totals	$	$

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

27. Grantee Share	$
a. Securities	
b. Mortgages	
c. Appropriations (By Applicant)	
d. Bonds	
e. Tax Levies	
f. Non Cash	
g. Other (Explain)	
h. TOTAL – Grantee share	
28. Other Shares	
a. State	
b. Other	
c. Total Other Shares	
29. TOTAL	$

SECTION E – REMARKS

PART IV PROGRAM NARRATIVE (Attach – See Instructions)

INSTRUCTIONS

PART III

Section C. Exclusions

Line 26 a-g — Identify and list those costs in Column (1) which are part of the project cost but are not subject to Federal participation because of program legislation or Federal grantor agency instructions. The total amount on Line g should agree with the amount shown on Line 17 of Section B. Show in Column (2) those project costs that are subject to Federal participation but are not eligible for inclusion in the amount used to compute contingency amounts as provided in the Federal grantor agency instructions.

Section D. Proposed Method of Financing Non-Federal Share

Line 27 a-g – Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section E Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a noncash contribution, explain what this contribution will consist of.

Line 27 h — Show the total of Lines 27 a-g. This amount must equal the amount shown in Section B, Line 23.

Line 28 a — Show the amount that will be contributed by a State or state agency, *only* if the applicant is *not* a State or state agency. If there is a noncash contribution, explain what the contribution will consist of under Section E Remarks.

Line 28 b — Show the amount that will be contributed from other sources. If there is a noncash contribution, explain what this contribution will consist of under Section E Remarks.

Line 28 c — Show the total of Lines 28a and 28b This amount must be the same as the amount shown in Section B, line 24.

Line 29 — Enter the totals of Line 27h and Line 28c.

Section E. Other Remarks

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.

PART IV

PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

3. APPROACH.

a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements.

b. Provide for each grant program monthly or quarterly quantitative projections of the accomplishments to be achieved, if possible. When accomplishments cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and their target dates.

c. Identify the kinds of data to be collected and maintained, and discuss the criteria to be used to evaluate the results and success of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in Item 2 are being achieved.

d. List each organization, cooperator, consultant, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project and area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

a. Describe the relationship between this project and other work planned, anticipated, or underway under the Federal Assistance listed under Part II, Section A, Item 10.

b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.

c. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget has been exceeded or if individual budget items have changed more than the prescribed limits contained in Attachment K, Office of Management and Budget Circular No. A-102, explain and justify the change and its effect on the project.

PART V

ASSURANCES

The applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines and requirements, including Office of Management and Budget Circulars Nos. A-87, A-95, and A-102, as they relate to the application, acceptance and use of Federal funds for this federally-assisted project. Also, the applicant gives assurance and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with the provisions of: Executive Order 11296, relating to evaluation of flood hazards, and Executive Order 11288, relating to the prevention, control, and abatement of water pollution.

3. It will have sufficient funds available to meet the non Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.

4. It will obtain approval by the appropriate Federal agency of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the costs of the project, use of space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.

5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may require.

6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.

7. It will give the grantor agency and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17.703). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and that the project will be prosecuted to completion with reasonable diligence.

10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.

11. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.

14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.

15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

EXHIBIT M-5
Circular No. A-102
OMB NO. 80-R0185

APPLICATION FOR FEDERAL ASSISTANCE (SHORT FORM)

PART I

1. Applicant's Application No.

2. Federal Grantor Agency

Organizational Unit

Administrative Office

Street Address – P.O. Box

City State Zip Code

3. Applicant Name

Department Division

Street Address – P.O. Box

City County

State Zip Code

4. Descriptive Name of the Project

5. Federal Catalog No.

6. Federal Funding Requested

$

7. Grantee Type

_____ State, _____ County, _____ City, _____ Other (Specify)

8. Type of Application or Request

_____ New Grant, _____ Supplement, _____ Other Charges (Specify)

9. Type of Assistance

_____ Grant, _____ Loan, _____ Other (Specify)

10. Population Directly Benefiting from the Project

11. Congressional District

a.

b.

12. Length of Project

13. Beginning Date

14. Date of Application

15. The applicant certifies that to the best of his knowledge and belief, the data in this application are true and correct, and that he will comply with the attached assurances if he receives the grant.

Typed name Title

Signature of authorized representative

Telephone Number

AREA CODE	NUMBER	EXT.

For Federal Use Only

INSTRUCTIONS

GENERAL

This form shall be used for all single-purpose and one-time Federal assistance requests of less than $10,000 not requiring clearinghouse review, an environmental impact statement, or relocation of persons, businesses, or farms. This form shall be used also to request supplemental assistance and to propose changes or amendments for approved grants originally submitted on this form.

Submit the original and two copies of all required forms. If an item cannot be answered or does not appear to be related or relevant to the assistance requested, write "NA" for not applicable.

PART I

Item 1 — Enter the applicant's application number or other identifier.

Item 2 — Enter the name of the Federal grantor agency, the name of the primary organizational unit to which the application is addressed, the name of the administrative office having direct operational responsibility for managing the grant program, and the complete address of the grantor agency.

Item 3 — Enter the name of the applicant, the name of the primary organizational unit which will undertake the grant supported activity, and the complete address of the applicant.

Item 4 — Enter the descriptive name of this project.

Item 5 — Enter the appropriate catalog number as shown in the Catalog of Federal Domestic Assistance. If the assistance to be requested pertains to more than one catalog number, this application form should not be used.

Item 6 — Enter the amount that is requested from the Federal Government in this application. For new grants, this amount should be the same as the amount on Line 12, Column (c), Part II. For revisions, changes or amendments show only the amount of the increase or decrease, as shown on Line 12, Column (b), Part II.

Item 7 — Check one grantee type. If the grantee is other than a State, county, or city government, specify the type of grantee on the "Other" line. Examples of other types of grantees are council of governments, interstate organizations, or special units.

Item 8 — Check the type of application or request. If the "Other Changes" block is checked, specify the type of change.

The definitions for terms used in Item 8 are as follows:

a. New grant — a request which is being submitted by the applicant for the first time.

b. Supplemental grant — a request to increase the Federal contribution for the same period.

c. Other changes — Specify one or more of the following:

(1) Increase in duration — a request to extend the grant period.

(2) Decrease in duration — a request to reduce the grant period.

(3) Decrease — a request to decrease the dollar value of the Federal contribution.

Item 9 — Check the type of assistance requested. If the assistance involves more than one type, check two or more blocks and explain in Part III — Program Narrative Statement.

Item 10 — Enter the number of persons directly benefiting from this project. For example, if the project is for a neighborhood health center, enter the estimated number of residents in the neighborhood that will use the center.

Item 11

a. Enter the congressional district in which the applicant is located.

b. Enter the congressional district(s) in which most of the actual work on the project will be accomplished. If the work will be accomplished city-wide or State-wide, covering several congressional districts, write "city-wide" or "State-wide" for this item.

Item 12 — Enter the number of months that will be needed to complete the project after Federal funds are made available.

Item 13 — Enter the approximate date the project is expected to begin.

Item 14 — Enter the date this application is submitted.

Item 15 — Complete the certification before submitting the report.

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APPLICATION FOR FEDERAL ASSISTANCE (Short Form)

PART II – BUDGET DATA

Object Class Categories	Current Approved Budget (a)	Change Requested (b)	New or Revised Budget (c)
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual			
7. Construction			
8. Other			
9. Total Direct Charges			
10. Indirect Charges			
11. TOTAL			
12. Federal Share			
13. Non-Federal Share			
14. Program Income			

15. Detail on Indirect Costs:

Type of Rate (Mark one box) ☐ Provisional ☐ Predetermined

☐ Final ☐ Fixed

Rate _____ % Base $ _____ Total Amount $ _____

PART III

Program Narrative Statement

(Attach additional sheets, if necessary)

INSTRUCTIONS

PART II

Items 1-11 – Enter on Lines 1-11 in Column (c) the total amounts needed for the project. If this is an application for *new grants*, leave Columns (a) and (b) blank. If this is an application for amendments, changes or supplements, show the current approved budget in Column (a); enter in Column (b) on the appropriate line(s) the amount of the change, amendment or supplement; add each line entry in Column (a) to the line entries in Column (b); and enter the total for each line in Column (c). The amounts shown in Column (c) represent the amount of the new or revised grant budget.

Item 12 – Enter the Federal share of the amount on Line 11.

Line 13 – Enter the non-Federal share of the amount on Line 11.

Item 14 – Enter the amount of estimated income, if any, which will be applied to the grant. Do not add or subtract this amount from the total project amount. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant award.

Item 15 – Enter the type of indirect cost rate (provisional, predetermined, final or fixed), the rate that will be in effect during the funding period, and the amount of the base to which the rate is applied.

INSTRUCTIONS

PART III

The program narrative statement should be brief, preferably one or two paragraphs which show the need, objectives, approach, the geographical location of the project and the benefits expected to be obtained from the assistance. Also attach any data that may be needed to establish the applicant's eligibility for receiving assistance under the Federal program.

PART IV

ASSURANCES

The Applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines, and requirements including OMB Circulars Nos. A-87, A-95, and A-102, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will comply with requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the grantor agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

PROPERTY MANAGEMENT STANDARDS

1. This Attachment prescribes uniform standards governing the utilization and disposition of property furnished by the Federal Government or acquired in whole or in part with Federal funds by State and local governments. Federal grantor agencies shall require State and local governments to observe these standards under grants from the Federal Government and shall not impose additional requirements unless specifically required by Federal law. The grantees shall be authorized to use their own property management standards and procedures as long as the provisions of this Attachment are included.

2. The following definitions apply for the purpose of this Attachment:

a. Real property. Real property means land, land improvements, structures and appurtenances thereto, excluding movable machinery and equipment.

b. Personal property. Personal property means property of any kind except real property. It may be tangible -- having physical existence, or intangible -- having no physical existence, such as patents, inventions, and copyrights.

c. Nonexpendable personal property. Nonexpendable personal property means tangible personal property having a useful life of more than one year and an acquisition cost of $300 or more per unit. A grantee may use its own definition of nonexpendable personal property provided that such definition would at least include all tangible personal property as defined above.

d. Expendable personal property. Expendable personal property refers to all tangible personal property other than nonexpendable property.

e. Excess property. Excess property means property under the control of any Federal agency which, as determined by the head thereof, is no longer required for its needs.

3. Each Federal grantor agency shall prescribe requirements for grantees concerning the use of real property funded partly or wholly by the Federal Government. Unless otherwise provided by statute, such requirements, as a minimum, shall contain the following:

a. The grantee shall use the real property for the authorized purpose of the original grant as long as needed.

b. The grantee shall obtain approval by the grantor agency for the use of the real property in other projects when the grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs, or programs that have purposes consistent with those authorized for support by the grantor.

c. When the real property is no longer needed as provided in a. and b., above, the grantee shall return all real property furnished or purchased wholly with Federal grant funds to the control of the Federal grantor agency. In the case of property purchased in part with Federal grant funds, the grantee may be permitted to take title to the Federal interest therein upon compensating the Federal Government for its fair share of the property. The Federal share of the property shall be the amount computed by applying the percentage of the Federal participation in the total cost of the grant program for which the property was acquired to the current fair market value of the property.

4. Standards and procedures governing ownership, use, and disposition of nonexpendable personal property furnished by the Federal Government or acquired with Federal funds are set forth below:

a. Nonexpendable personal property acquired with Federal funds. When nonexpendable personal property is acquired by a grantee wholly or in part with Federal funds, title will not be taken by the Federal Government except as provided in paragraph 4a(4), but shall be vested in the grantee subject to the following restrictions on use and disposition of the property:

(1) The grantee shall retain the property acquired with Federal funds in the grant program as long as there is a need for the property to accomplish the purpose of the grant program whether or not the program continues to be supported by Federal funds. When there is no longer a need for the property to accomplish the purpose of the grant program, the grantee shall

use the property in connection with other Federal grants it has received in the following order of priority:

(a) Other grants of the same Federal grantor agency needing the property.

(b) Grants of other Federal agencies needing the property.

(2) When the grantee no longer has need for the property in any of its Federal grant programs, the property may be used for its own official activities in accordance with the following standards:

(a) Nonexpendable property with an acquisition cost of less than $500 and used four years or more. The grantee may use the property for its own official activities without reimbursement to the Federal Government or sell the property and retain the proceeds.

(b) All other nonexpendable property. The grantee may retain the property for its own use provided that a fair compensation is made to the original grantor agency for the latter's share of the property. The amount of compensation shall be computed by applying the percentage of Federal participation in the grant program to the current fair market value of the property.

(3) If the grantee has no need for the property, disposition of the property shall be made as follows:

(a) Nonexpendable property with an acquisition cost of $1,000 or less. Except for that property which meets the criteria of (2)(a) above, the grantee shall sell the property and reimburse the Federal grantor agency an amount which is computed in accordance with (iii) below.

(b) Nonexpendable property with an acquisition cost of over $1,000. The grantee shall request disposition instructions from the grantor agency. The Federal agency shall determine whether the property can be used to meet the agency's requirement. If no requirement exists within that agency, the availability of the property shall be reported to the General Services Administration (GSA) by the Federal agency to determine whether a requirement for the property exists in other Federal agencies. The Federal grantor agency shall issue instructions to the grantee within 120 days and the following procedures shall govern:

(i) If the grantee is instructed to ship the property elsewhere, the grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the grantee's participation in the grant program to the current fair market value of the property, plus any shipping or interim storage costs incurred.

(ii) If the grantee is instructed to otherwise dispose of the property, he shall be reimbursed by the Federal grantor agency for such costs incurred in its disposition.

(iii) If disposition instructions are not issued within 120 days after reporting, the grantee shall sell the property and reimburse the Federal grantor agency an amount which is computed by applying the percentage of Federal participation in the grant program to the sales proceeds. Further, the grantee shall be permitted to retain $100 or 10 percent of the proceeds, whichever is greater, for the grantee's selling and handling expenses.

(4) Where the grantor agency determines that property with an acquisition cost of $1,000 or more and financed solely with Federal funds is unique, difficult, or costly to replace, it may reserve title to such property, subject to the following provisions:

(a) The property shall be appropriately identified in the grant agreement or otherwise made known to the grantee.

(b) The grantor agency shall issue disposition instructions within 120 days after the completion of the need for the property under the Federal grant for which it was acquired. If the grantor agency fails to issue disposition instructions within 120 days, the grantee shall apply the standards of 4a(1), 4a(2)(b), and 4a(3)(b).

b. Federally-owned nonexpendable personal property. Unless statutory authority to transfer title has been granted to an agency, title to Federally-owned property (property to which the Federal Government retains title including excess property made available by the Federal grantor agencies to grantees) remains vested by law in the Federal Government. Upon termination of the grant or need for the property, such property shall be reported to the grantor agency for further agency utilization or, if appropriate, for reporting to the General Services Administration for other Federal agency utilization. Appropriate disposition instructions will be issued to the grantee after completion of Federal agency review.

5. The grantees' property management standards for nonexpendable personal property shall also include the following procedural requirements:

a. Property records shall be maintained accurately and provide for: a description of the property; manufacturer's serial number or other identification number; acquisition date and cost; source of the property; percentage of Federal funds used in the purchase of property; location, use, and condition of the property; and ultimate disposition data including sales price or the method used to determine current fair market value if the grantee reimburses the grantor agency for its share.

b. A physical inventory of property shall be taken and the results reconciled with the property records at least once every two years to verify the existence, current utilization, and continued need for the property.

c. A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of nonexpendable property shall be investigated and fully documented.

d. Adequate maintenance procedures shall be implemented to keep the property in good condition.

e. Proper sales procedures shall be established for unneeded property which would provide for competition to the extent practicable and result in the highest possible return.

6. When the total inventory value of any unused expendable personal property exceeds $500 at the expiration of need for any Federal grant purposes, the grantee may retain the property or sell the property as long as he compensates the Federal Government for its share in the cost. The amount of compensation shall be computed in accordance with 4a(2)(b).

7. Specific standards for control of intangible property are provided as follows:

a. If any program produces patents, patent rights, processes, or inventions, in the course of work aided by a Federal grant, such fact shall be promptly and fully reported to the grantor agency. The grantor agency shall determine whether protection on such invention or discovery shall be sought and how the rights in the invention or discovery--including rights under any patent issued thereon--shall be disposed of and administered in order to protect the public interest consistent with

"Government Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, August 23, 1971, and Statement of Government Patent Policy as printed in 36 F.R. 16889).

b. Where the grant results in a book or other copyrightable material, the author or grantee is free to copyright the work, but the Federal grantor agency reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS-IN-AID TO STATE AND LOCAL GOVERNMENTS

PROCUREMENT STANDARDS

1. This Attachment provides standards for use by the State and local governments in establishing procedures for the procurement of supplies, equipment, construction, and other services with Federal grant funds. These standards are furnished to insure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal law and Executive orders. No additional requirements shall be imposed by the Federal agencies upon the grantees unless specifically required by Federal law or Executive orders.

2. The Standards contained in this Attachment do not relieve the grantee of the contractual responsibilities arising under its contracts. The grantee is the responsible authority, without recourse to the grantor agency regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into, in support of a grant. This includes but is not limited to: disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law are to be referred to such local, State, or Federal authority as may have proper jurisdiction.

3. Grantees may use their own procurement regulations which reflect applicable State and local law, rules and regulations provided that procurements made with Federal grant funds adhere to the standards set forth as follows:

a. The grantee shall maintain a code or standards of conduct which shall govern the performance of its officers, employees, or agents in contracting with and expending Federal grant funds. Grantee's officers, employees or agents, shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible by State or local law, rules or regulations, such standards shall provide for penalties, sanctions, or other disciplinary actions to be applied for violations of such standards by either the grantee officers, employees, or agents, or by contractors or their agents.

b. All procurement transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition. The grantee should be alert to organizational conflicts of interest or noncompetitive practices among contractors which may restrict or eliminate competition or otherwise restrain trade.

c. The grantee shall establish procurement procedures which provide for, as a minimum, the following procedural requirements:

(1) Proposed procurement actions shall be reviewed by grantee officials to avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.

(2) Invitations for bids or requests for proposals shall be based upon a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. "Brand name or equal" description may be used as a means to define the performance or other salient requirements of a procurement, and when so used the specific features of the named brand which must be met by offerors should be clearly specified.

(3) Positive efforts shall be made by the grantees to utilize small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts to be performed utilizing Federal grant funds.

(4) The type of procuring instruments used (i.e., fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts, etc.), shall be appropriate for the particular procurement and for promoting the best interest of the grant program involved. The "cost-plus-a-percentage-of-cost" method of contracting shall not be used.

(5) Formal advertising, with adequate purchase description, sealed bids, and public openings shall be the required method of procurement unless negotiation pursuant to paragraph (6) below is necessary to accomplish sound procurement. However, procurements of $2,500 or less need not be so advertised unless otherwise required by State or local law or regulations. Where such advertised bids are obtained the awards shall be made to the responsible bidder whose bid is responsive to the invitation and

is most advantageous to the grantee, price and other factors considered. (Factors such as discounts, transportation costs, taxes may be considered in determining the lowest bid.) Invitations for bids shall clearly set forth all requirements which the bidder must fulfill in order for his bid to be evaluated by the grantee. Any or all bids may be rejected when it is in the grantee's interest to do so, and such rejections are in accordance with applicable State and local law, rules, and regulations.

(6) Procurements may be negotiated if it is impracticable and unfeasible to use formal advertising. Generally, procurements may be negotiated by the grantee if:

(a) The public exigency will not permit the delay incident to advertising;

(b) The material or service to be procured is available from only one person or firm; (All contemplated sole source procurements where the aggregate expenditure is expected to exceed $5,000 shall be referred to the grantor agency for prior approval.)

(c) The aggregate amount involved does not exceed $2,500;

(d) The contract is for personal or professional services, or for any service to be rendered by a university, college, or other educational institutions;

(e) The material or services are to be procured and used outside the limits of the United States and its possessions;

(f) No acceptable bids have been received after formal advertising;

(g) The purchases are for highly perishable materials or medical supplies, for material or services where the prices are established by law, for technical items or equipment requiring standardization and interchangeability of parts with existing equipment, for experimental, developmental or research work, for supplies purchased for authorized resale, and for technical or specialized supplies requiring substantial initial investment for manufacture;

(h) Otherwise authorized by law, rules, or regulations.

Notwithstanding the existence of circumstances justifying negotiation, competition shall be obtained to the maximum extent practicable.

(7) Contracts shall be made only with responsible contractors who possess the potential ability to perform sucessfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.

(8) Procurement records or files for purchases in amounts in excess of $2,500 shall provide at least the following pertinent information: justification for the use of negotiation in lieu of advertising, contractor selection, and the basis for the cost or price negotiated.

(9) A system for contract administration shall be maintained to assure contractor conformance with terms, conditions, and specifications of the contract or order, and to assure adequate and timely followup of all purchases.

4. The grantee shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts and subgrants:

a. Contracts shall contain such contractual provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contracts terms, and provide for such sanctions and penalties as may be appropriate.

b. All contracts, amounts for which are in excess of $2,500, shall contain suitable provisions for termination by the grantee including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

c. In all contracts for construction or facility improvement awarded in excess of $100,000, grantees shall observe the bonding requirements provided in Attachment B to this Circular.

d. All contracts and subgrants in excess of $10,000 shall include provisions for compliance with Executive Order No. 11246, entitled, "Equal Employment Opportunity," as supplemented in Department of Labor Regulations (41 CFR, Part 60). Each contractor or subgrantee shall be required to have an affirmative action plan which declares that it does not discriminate on the

basis of race, color, religion, creed, national origin, sex, and age and which specifies goals and target dates to assure the implementation of that plan. The grantee shall establish procedures to assure compliance with this requirement by contractors or subgrantees and to assure that suspected or reported violations are promptly investigated.

e. All contracts and subgrants for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The grantee shall report all suspected or reported violations to the grantor agency.

f. When required by the Federal grant program legislation, all construction contracts awarded by grantees and subgrantees in excess of $2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this Act contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less often than once a week. The grantee shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The grantee shall report all suspected or reported violations to the grantor agency.

g. Where applicable, all contracts awarded by grantees and subgrantees in excess of $2,000 for construction contracts and in excess of $2,500 for other contracts which involve the employment of mechanics or laborers shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work day of 8 hours and a standard work week of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or

dangerous to his health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

h. Contracts or agreements, the principal purpose of which is to create, develop, or improve products, processes or methods; or for exploration into fields which directly concern public health, safety, or welfare; or contracts in the field of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions, and materials generated under the contract or agreement are subject to the regulations issued by the Federal grantor agency and the grantee. The contractor shall be advised as to the source of additional information regarding these matters.

i. All negotiated contracts (except those of $2,500 or less) awarded by grantees shall include a provision to the effect that the grantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific grant program for the purpose of making audit, examination, excerpts, and transcriptions.

j. Each contract of an amount in excess of $2,500 awarded by a grantee or subgrantee shall provide that the recipient will comply with applicable regulations and standards of the Cost of Living Council in establishing wages and prices. The provision shall advise the recipient that submission of a bid or offer or the submittal of an invoice or voucher for property, goods, or services furnished under a contract or agreement with the grantee shall constitute a certification by him that amounts to be paid do not exceed maximum allowable levels authorized by the Cost of Living Council regulations or standards. Violations shall be reported to the grantor agency and the local Internal Revenue Service field office.

k. Contracts and subgrants of amounts in excess of $100,000 shall contain a provision which requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970. Violations shall be reported to the grantor agency and the Regional Office of the Environmental Protection Agency.

Agencies may not otherwise change these forms or require additional information without approval from this office and OMB, except:

a. For Application Forms - Agencies may issue supplementary instructions to specify and describe the program, function, or activity which will be used to plan, budget, and evaluate the work under the program.

b. For Report Forms - Agencies may issue supplementary instructions when additional information is needed to satisfy statutory requirements. In this event, the supplemental instructions shall direct the recipient to provide such information in the Remarks section of the report.

Questions

Questions concerning this supplement should be directed through agency channels to the Contract and Supply Management Staff on Area Code (202) 447-7527.

T. M. Baldauf
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 15, 1973

PLANT AND OPERATIONS MEMORANDUM NO. 134, RESCISSION NOTICE

Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments

Plant and Operations Memorandum No. 134 and Supplements is hereby rescinded.

This material is now contained in the Agriculture Grant and Agreement Regulations; Title 4 of the Administrative Regulations.

John J. Keaney
Acting Director

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John M. Rodney
Acting Director